

Cabinet Conference Room Meeting/Conference Arrangement



4400 Cathedral Oaks Road, P. O. Box 6307
Santa Barbara, CA 93160-6307
Direct Dial: 964-4710, plus extension
(805) 964-4711 • FAX: (805) 964-4712

- **To reserve room:** Call 964-4710, ext. 5285
- **If room setup required, submit arrangement form to:** Maintenance and Operations Manager

Submit at least five (5) working days prior to event.

Requested by: _____ Date(s) requested: _____

Number expected: _____ Time: _____ AM / PM to _____ AM / PM
(circle one) (circle one)

Purpose of meeting: _____

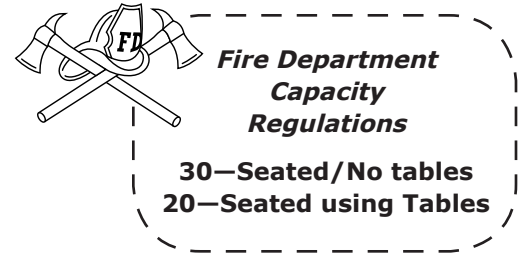
Contact person: _____ Phone: _____ Department: _____

Indicate details of arrangement on the diagram below using the symbols shown below. Include the position of tables and/or equipment to be used.

Seating/tables*—Indicate quantity of item(s) required:

_____ Tables (12 available).....use symbol: (2'x4')

_____ Chairs (30 upholstered available)use symbol:



* **Note:** No form is required for standard room arrangement—rectangular shape (6 tables) and seating for 10.

The Cabinet Conference Room is equipped with:

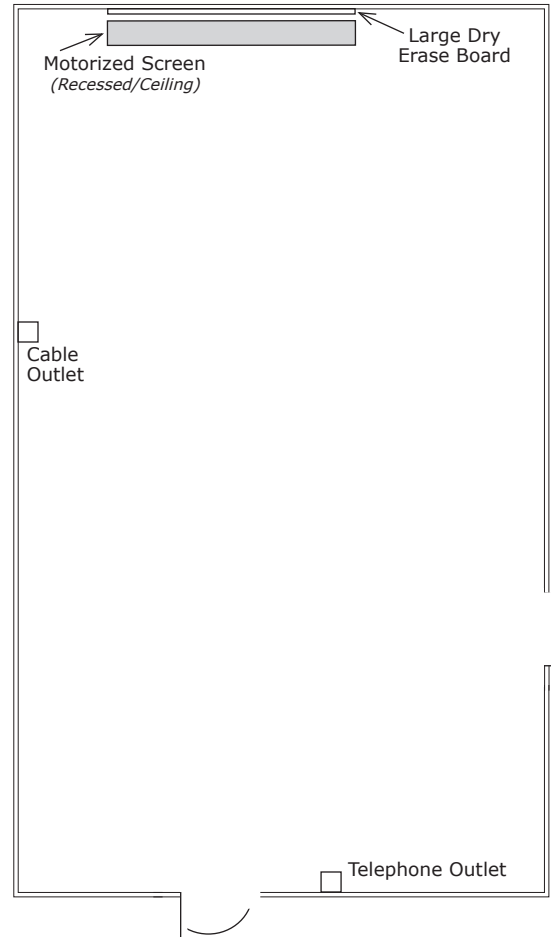
- 23 electrical outlets
- Satellite/cable feed
- Telephone and conference call equipment
- Fixed acoustical panels for lightweight display
- Dry-erase board and large motorized projection screen
- **Internet Connection** (Contact the Computer Center at 964-4710, ext. 5250, to arrange.)

Audio-Visual:

For specific audio-visual requirements, contact the Digital Media Technician at 964-4710, ext. 5255, five working days in advance of event to arrange use of A-V equipment.

Meeting cancellation:

- If your meeting is cancelled, contact:
- Maintenance: 964-4710, ext. 5234, to cancel setup
 - Superintendent's Office: 964-4710, ext. 5285, to release room



Internal Operations Use Only:

Date received: _____

Set-up Time: _____

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Canary—Instructional Media Operations
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