



# MULTIMEDIA TRAINING CENTER CONFERENCE ARRANGEMENT

**Please submit this request *AT LEAST FIVE (5)* working days prior to date needed.**

Date form completed \_\_\_\_\_

Department/Program \_\_\_\_\_ Person Requesting \_\_\_\_\_

Phone Number and Extension \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Workshop/Training (optional) \_\_\_\_\_

Start Date \_\_\_\_\_ and Time \_\_\_\_\_ (note a.m./p.m.) End Date \_\_\_\_\_ and Time \_\_\_\_\_ (note a.m./p.m.)

**Equipment – Complete online, then print out and Indicate details of arrangement on diagram.** Include position of tables, chairs, and/or equipment to be used.

**\*Return completed form to Maintenance & Operations.**

**• Standard (Check requirements.)**

\_\_\_ Tables: quantity \_\_\_\_\_  
 Total available: 19  
 (Use symbol:  )  
 2'x5'

\_\_\_ Chairs: quantity \_\_\_\_\_  
 Total available: 40  
 (Use symbol: X )

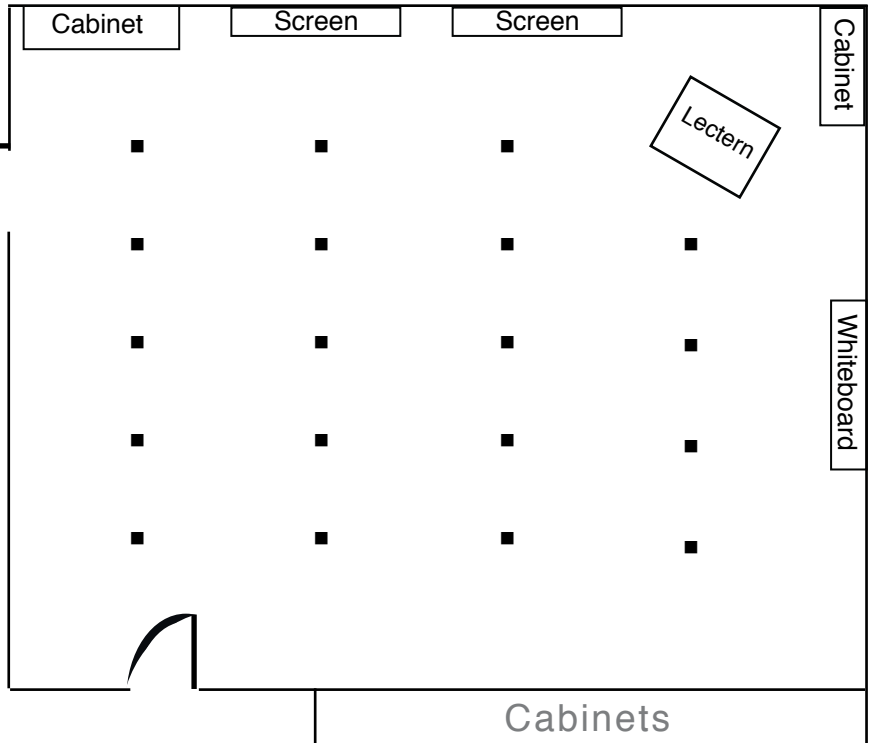
**• Audiovisual**

To submit an AV Equipment Request form, go to:  
[www.sbceo.org/sbceo\\_forms/forms.shtml](http://www.sbceo.org/sbceo_forms/forms.shtml)  
 For questions, call Instructional Media Services, ext. 5245 or 5222.

**Total capacity:  
40 with tables**

**MTC  
(Multimedia Training Center)**

**Special Instructions:**



■ = Power & Ethernet floor boxes

**For Maintenance use only**

Set-up time: \_\_\_\_\_