



4400 Cathedral Oaks Road
 P.O. Box 6307
 Santa Barbara, California 93160-6307
 (805) 964-4711 • FAX: (805) 964-4712

*Please submit this request for equipment at least **TWO WEEKS PRIOR** to date of event.*

Date form completed _____

Request for Audiovisual Equipment for Santa Barbara County Education Office Operated Programs

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.)

AUDITORIUM Equipment

- | | |
|---|---|
| <input type="checkbox"/> Large A/V Presenter Podium*
<input type="checkbox"/> LCD projector*
<input type="checkbox"/> DVD player* <input type="checkbox"/> VCR player*
<input type="checkbox"/> Internet access
<input type="checkbox"/> Document camera* | <input type="checkbox"/> Handheld microphone*
<input type="checkbox"/> Clip-on/lapel microphone*
<input type="checkbox"/> Small wooden lecture podium
<input type="checkbox"/> Easel/chart rack _____ (quantity)
<input type="checkbox"/> Videoconference**
<input type="checkbox"/> Dry erase board
<input type="checkbox"/> Other _____ |
|---|---|

BOARD ROOM Equipment

-
- Videoconference**
-
-
- Apple TV
-
-
- LCD projector
-
-
- DVD player
-
-
- Projection screen
-
- against wall
-
- against balcony
-
-
- Document camera
-
-
- Easel/chart rack _____ (quantity)

CABINET CONFERENCE ROOM Equipment

-
- Videoconference**
-
-
- Apple TV
-
-
- LCD projector
-
-
- DVD player
-
- VCR player
-
-
- Projection screen
-
-
- Document camera
-
-
- Easel/chart rack _____ (quantity)

MTC (Multimedia Training Center)

- | | |
|--|--|
| <input type="checkbox"/> AV lectern
<input type="checkbox"/> LCD Projector
<input type="checkbox"/> DVD
<input type="checkbox"/> Document camera
<input type="checkbox"/> Apple TV
<input type="checkbox"/> Videoconference** | <input type="checkbox"/> Microphone <input type="checkbox"/> Quantity
<input type="checkbox"/> <i>Lapel or</i> <input type="checkbox"/> <i>handheld</i>
<input type="checkbox"/> Power for participants' computers
<input type="checkbox"/> Internet access |
|--|--|

OTHER LOCATION and OFF-SITE Equipment

- | | |
|--|---|
| <input type="checkbox"/> LCD projector _____ with stand
<input type="checkbox"/> DVD player
<input type="checkbox"/> VCR player
<input type="checkbox"/> Small computer speakers
<input type="checkbox"/> Portable PA system
<input type="checkbox"/> Document camera | Location: _____
<input type="checkbox"/> Easel/chart rack _____ (quantity)
<input type="checkbox"/> "Boom Box" for playing CDs
<input type="checkbox"/> Microphone _____ (quantity)
<input type="checkbox"/> Microphone stand (5' to 6' height) _____ (quantity)
<input type="checkbox"/> Microphone stand (for desktop) _____ (quantity)
<input type="checkbox"/> Portable projection screen _____ (quantity) |
|--|---|

____ Other (please specify): _____

**To use the A/V Presenter Podium and its equipment, schedule a training with ETS Dept. before your event.
 **Include dial-in instructions: Conference Name, IP Address, and PIN as soon as host provides.*

*Questions: Call 964-4711, x5245, or email hmorro@sbceo.org. Return completed form to ETS Dept., via email or fax.
 Please note: Fees may apply for equipment use and staff time.*