



Educational Technology Services  
 4400 Cathedral Oaks Road. P.O. Box 6307  
 Santa Barbara, California 93160-6307  
 FAX: (805) 974-4712

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

#### BOARD ROOM Equipment

- 
- Videoconference\*\*
- 
- 
- Apple TV
- 
- 
- LCD projector
- 
- 
- DVD player
- 
- VCR player
- 
- 
- Projection screen
- 
- against wall
- 
- against balcony
- 
- 
- Document camera
- 
- 
- Easel/chart rack \_\_\_\_\_ (quantity)
- 
- 
- Microphones
- 
- Digital recorder

#### 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<br><input type="checkbox"/> LCD Projector<br><input type="checkbox"/> DVD/VHS player<br><input type="checkbox"/> Document camera | <input type="checkbox"/> Apple TV<br><input type="checkbox"/> Videoconference**<br><input type="checkbox"/> Microphone <input type="checkbox"/> Quantity<br><input type="checkbox"/> Lapel or <input type="checkbox"/> handheld | <input type="checkbox"/> Power for participants' computers<br><input type="checkbox"/> Wired Internet access for participants<br><input type="checkbox"/> Wireless Internet access for participants |
|--|---|---|

#### OTHER LOCATION and OFF-SITE Equipment

- 
- LCD projector \_\_\_\_\_ with stand
- 
- 
- DVD player
- 
- 
- VCR player
- 
- 
- Small computer speakers
- 
- 
- Portable PA system
- 
- 
- Document camera

**Location:** \_\_\_\_\_

- 
- Easel/chart rack \_\_\_\_\_ (quantity)
- 
- 
- "Boom Box" for playing CDs
- 
- 
- Microphone \_\_\_\_\_ (quantity)
- 
- 
- Microphone stand (5' to 6' height) \_\_\_\_\_ (quantity)
- 
- 
- Microphone stand (for desktop) \_\_\_\_\_ (quantity)
- 
- 
- 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, x5222, or email [rkoller@sbceo.org](mailto:rkoller@sbceo.org). Return completed form to ETS Dept., via email or fax.  
 Please note: Fees may apply for equipment use and staff time.*