



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

- Large A/V Presenter Podium\*
- LCD projector\*
- DVD player\*
- Internet access
- Document camera\*
- Apple TV

- Handheld microphone\*
- Clip-on/lapel microphone\*
- Small wooden lecture podium
- Easel/chart rack \_\_\_\_ (quantity)
- Videoconference\*\*
- Dry erase board
- Power for participants' computers
- 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
- Projection screen
- Document camera
- Easel/chart rack \_\_\_\_ (quantity)

### MTC (Multimedia Training Center)

- AV lectern
- LCD Projector
- DVD
- Document camera
- Apple TV
- Videoconference\*\*
- Power for participants' computers
- Internet access

### OTHER LOCATION and OFF-SITE Equipment

- LCD projector \_\_\_\_ with stand
- DVD player
- Small computer speakers
- Portable PA system
- Document camera
- Easel/chart rack \_\_\_\_ (quantity)

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

- "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.*

*\*\*Videoconferencing available using Zoom account. Please contact Matt Zuchowicz for information at 805-964-4711, ext. 5247, or mzuchowicz@sbceo.org.*

*Questions: Call 964-4711, x5222, or email rkoller@sbceo.org. Return completed form to ETS Dept., via email or fax.*

*Please note: Fees may apply for equipment use and staff time.*