<u>Room Setup Form</u>

Please send all pages of this form via email or fax to Operations (ops@slocoe.org or 805-544-5174)

<mark>at least **ONE WEEK** prior to your meeting.</mark>

<mark>*(REQUEST EACH DATE ON A SEPARATE FORM)*</mark>

Today's Date: _____   Division/Department: _____

Name: _____   Phone #: _____   Email: _____

Name of meeting: _____

Day and Date of Meeting: _____   *Open Facility By: _____

*NOTE: Please do not plan room openings prior to 7:30 a.m.**

Meeting begins at: _____   Meeting ends at: _____

Set up for how many: _____   Design of room set up: _____
(See additional pages for room arrangements or draw your own in space provided. Be very specific.)

NOTE: Maintenance does not take down room set-ups after meetings, unless requested. For the Rancho El Chorro facilities, you are responsible for set-ups and breakdowns on weekends. During the week, REC staff will break down the room for you as long as your group has finished before 4:30 p.m.

Select Room:

REC AUDITORIUM (Cap. 150)	MORRO RD ED CTR RM 107 (Cap. 45)	BOARD ROOM (Cap. 60)
• 20 - 6' Rectangular and/or • 10 - Round Tables • 150 Chairs-Theater Style • TV/VCR in cabinet (permanent) • Roll down projection screen (permanent) • Projector (permanent) • Portable white board	• 2 – 7' Rectangular Tables • 5 – 8' Tables • 15 Chairs (blue) • 18 Folding Chairs (white) • Whiteboard • Pulldown projection screen (permanent) • Projector (permanent)	• 4 - 6' Rectangular Tables • 60 Chairs • Roll down projection screen (permanent) • Projector (permanent) • TV/DVD/Video Conf. Unit (Contact Information Technology Services x240)

Equipment Options:

Note: Equipment options must be requested separately.	
Video Taping Services	Projector, TV/DVD/Video Conf. Unit and other Technology
Contact Communications and Media at 805-782-7247	Contact Information Technology Services at 805-782-7240

SPECIAL INSTRUCTIONS:

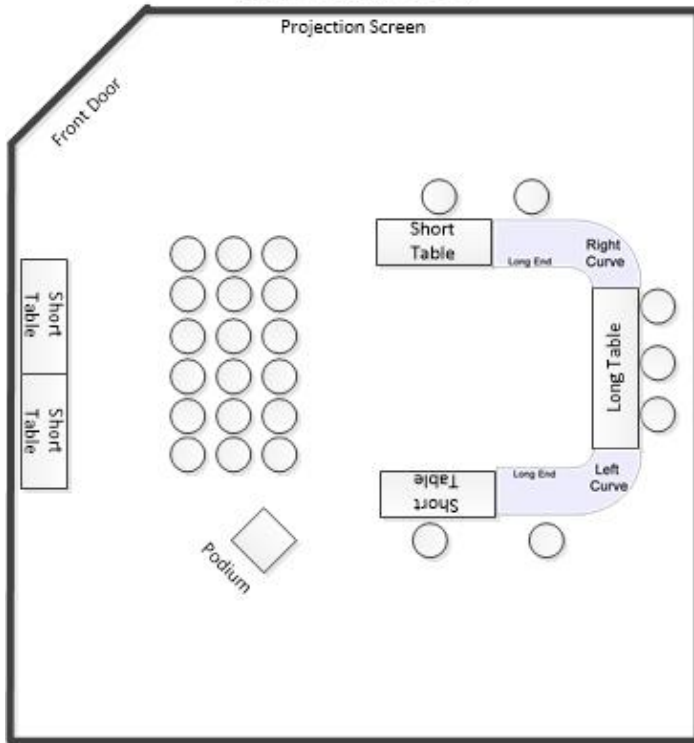---

<u>**Important Note:**</u>
To cancel a Room Set-Up reservation e-mail or call Operations, ops@slocoe.org or 805-782-7250.
To cancel your equipment: Projectors and other Technology, ptrott@slocoe.org or 805-782-7240; Video Taping Services, prenshaw@slocoe.org or 805-782-7240
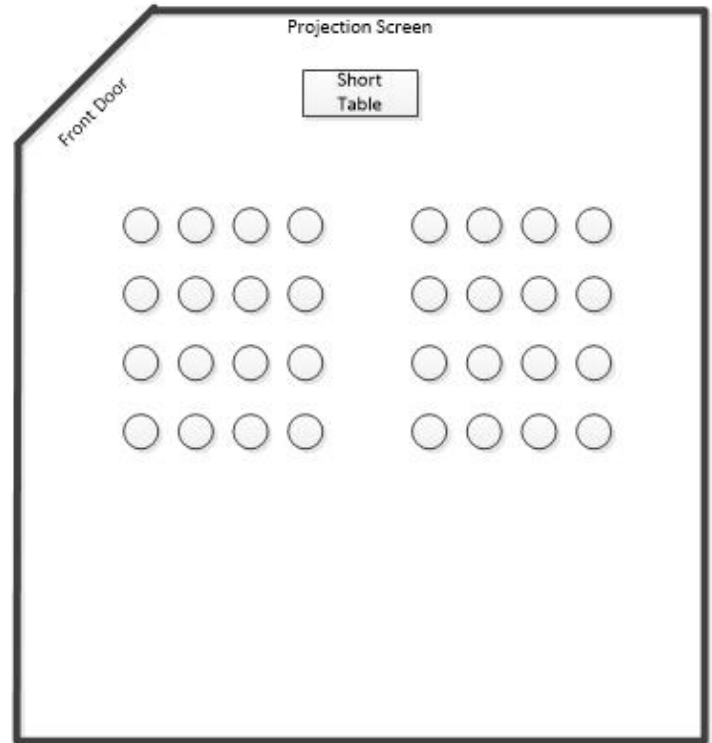
Board Room Configurations

Option A
(Board Meeting)
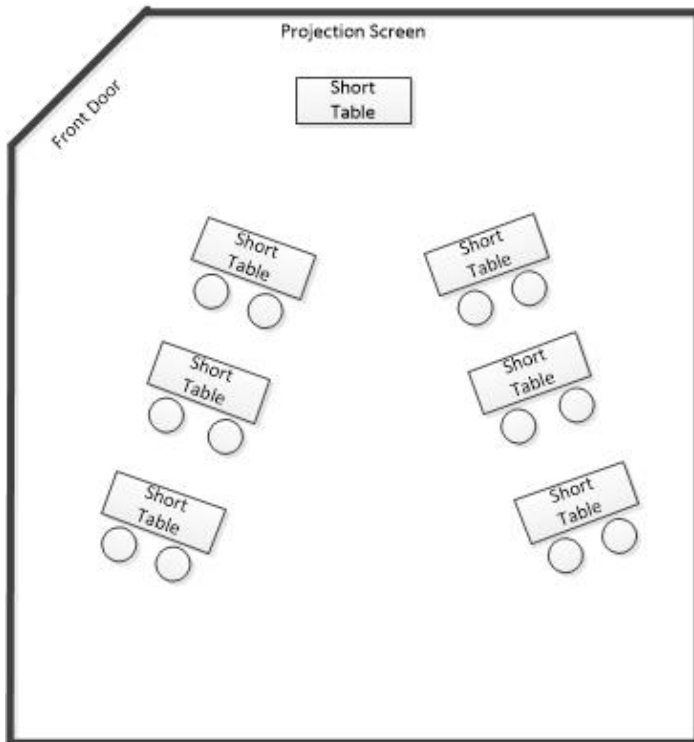1 long table, 2 short tables, 2 curved tables, podium and seating for 20

Projection Screen

Front Door

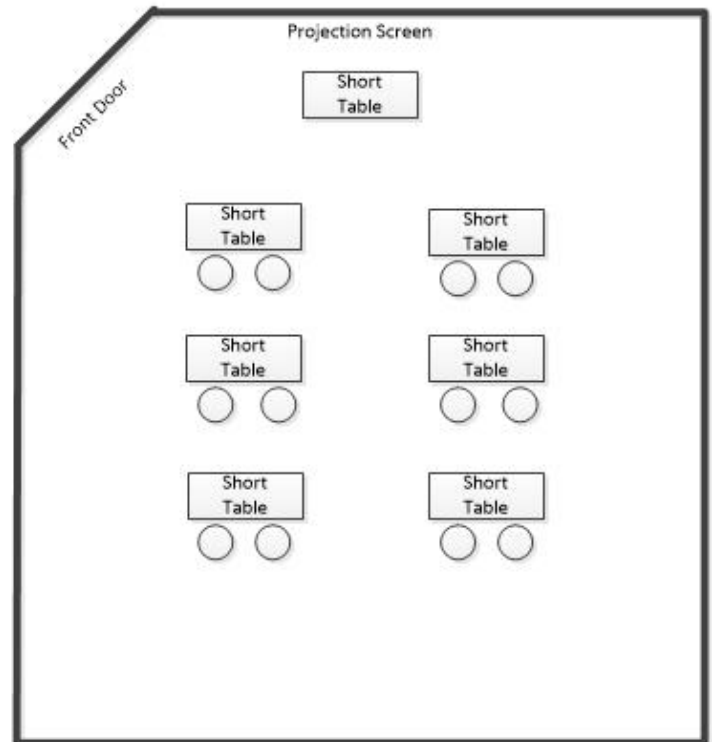Short Table

Short Table

Short Table

Right Curve

Long End

Long Table

Short Table

Long End

Left Curve

Podium

Option B
Short table and seating for 32

Projection Screen

Front Door

Short Table

Option C
7 short tables and seating for 12

Projection Screen

Front Door

Short Table

Short Table

Short Table

Short Table

Short Table

Short Table

Option D
7 short tables and seating for 12

Projection Screen

Front Door

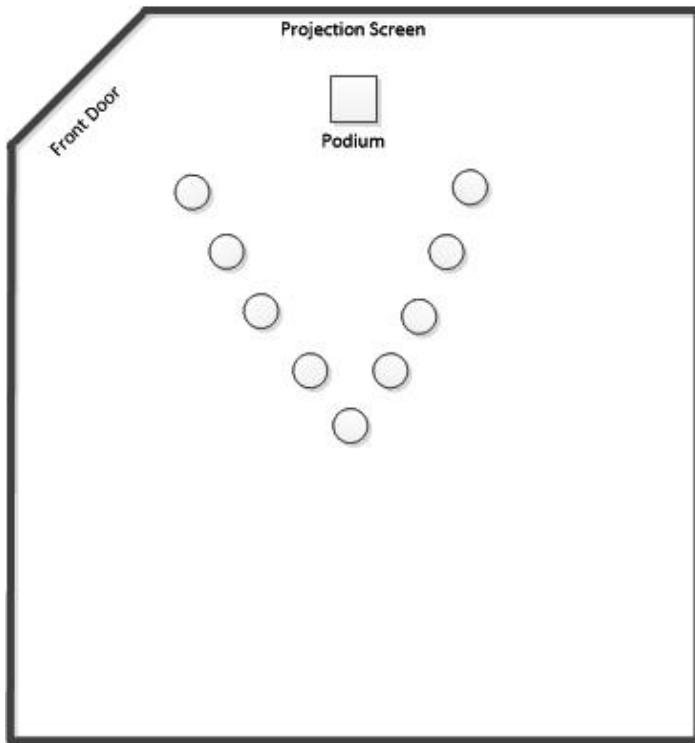Short Table

Short Table

Short Table

Short Table

Short Table

Short Table

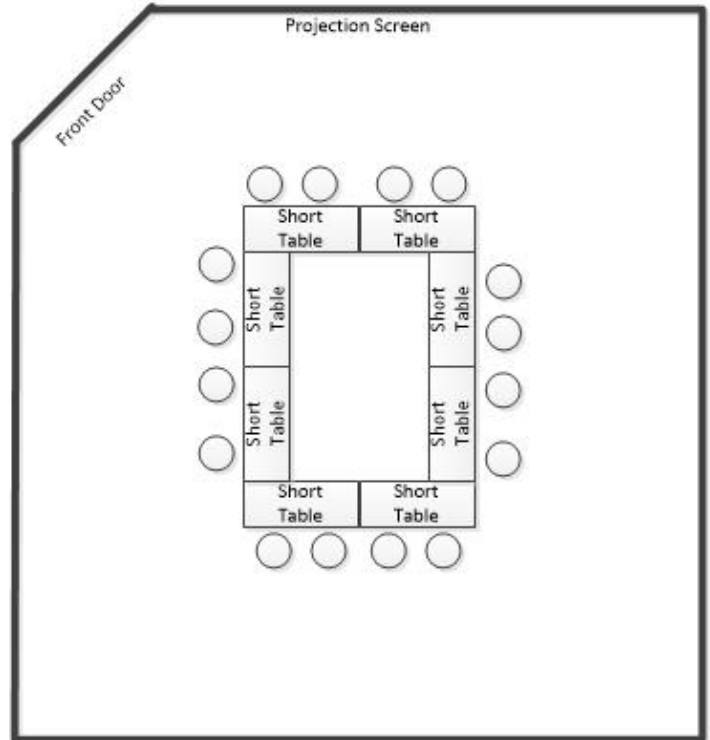# Board Room Configurations

Option E
Podium and seating for 9
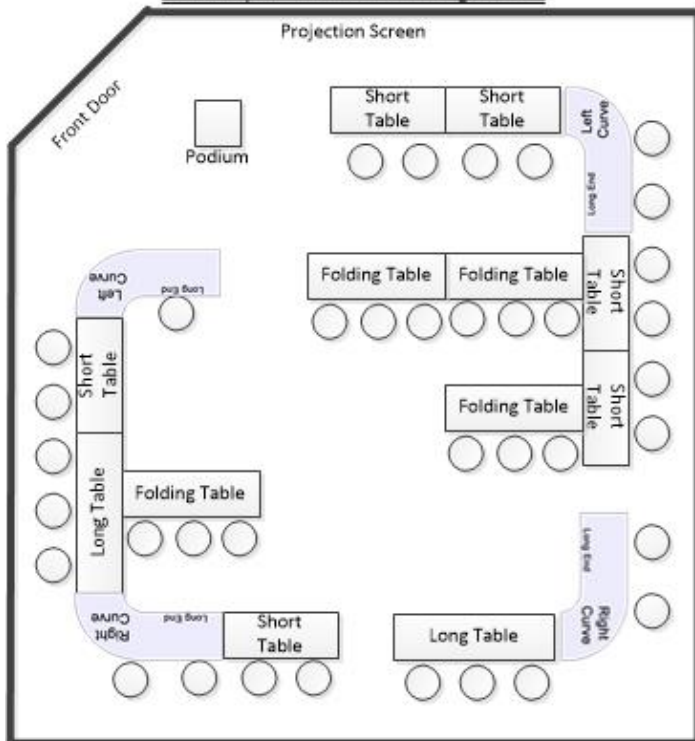

Option F
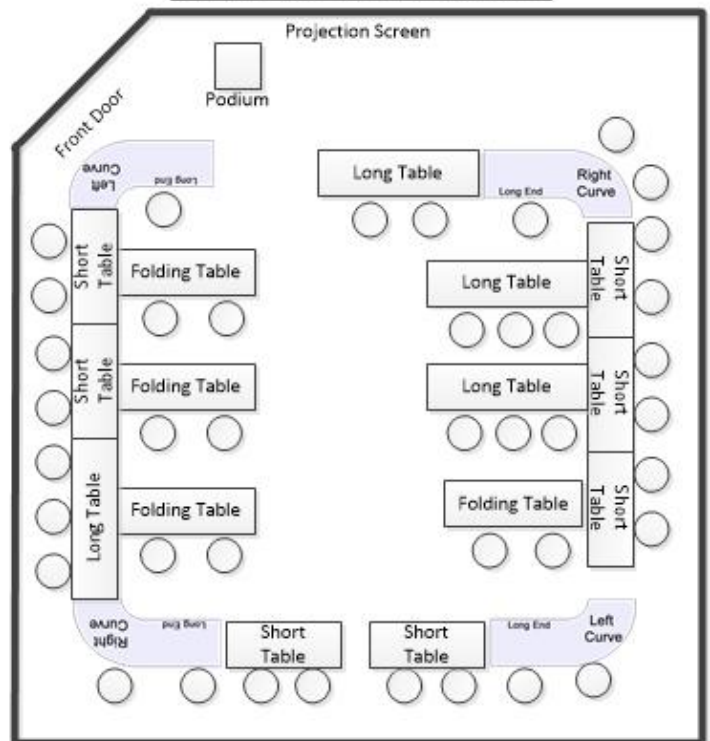### 8 short tables and seating for 16

Option G
4 curved tables, 6 short tables, 2 long tables, 4 folding tables, podium and seating for 37
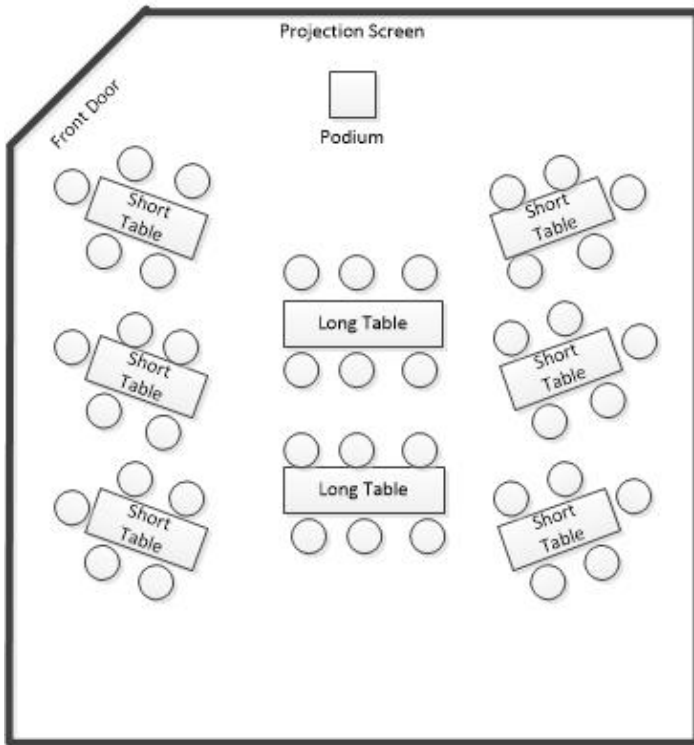

Option H
4 curved tables, 7 short tables, 4 long tables, 4 folding tables, podium and seating for 41
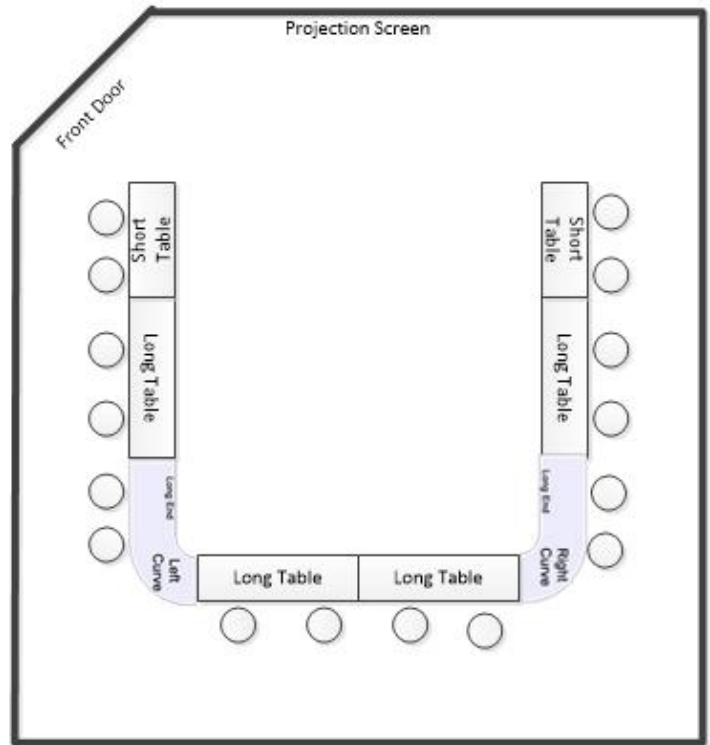
Board Room Configurations

Option I
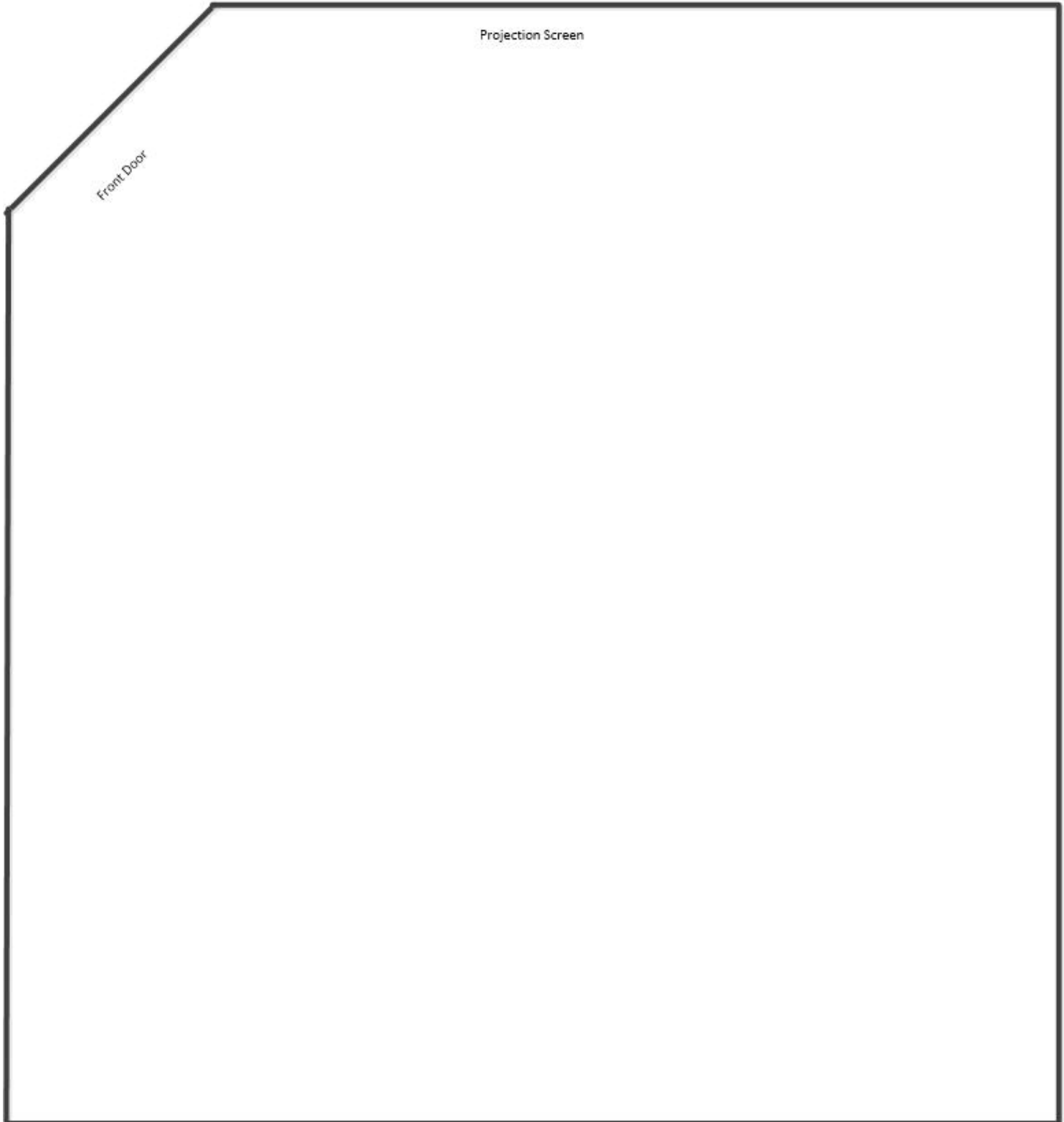### 6 short tables, 2 long tables, podium and seating for 42

Option J
4 long table, 2 short tables, 2 curved tables and seating for 16

Option K
Board Room Custom

Projection Screen

Front Door

Directions:
Draw rectangular tables in the locations you want them placed and mark table types as:
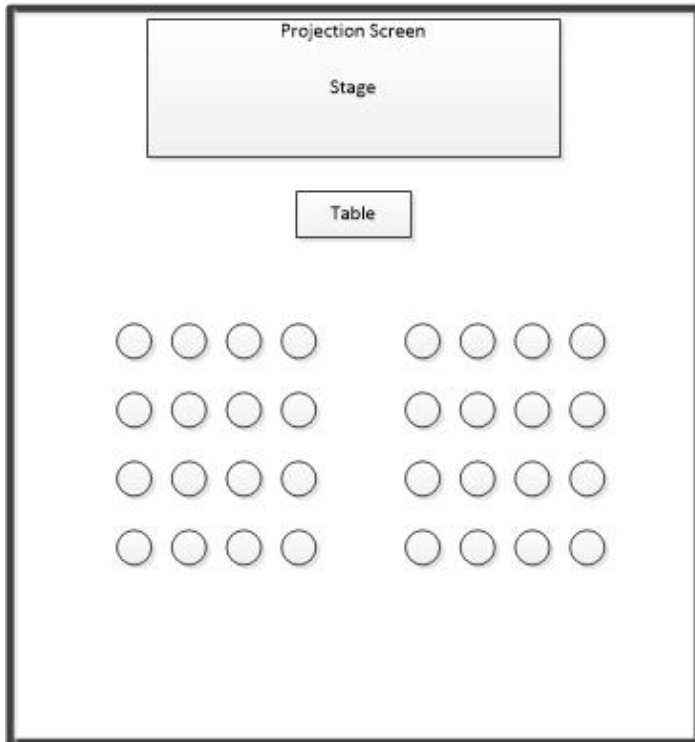Short Tables - ST
Long Tables - LT
Right Curve Tables - RC
Left Curve Tables - LC
Folding Tables (72in) - FT
Podium - P

Table options:
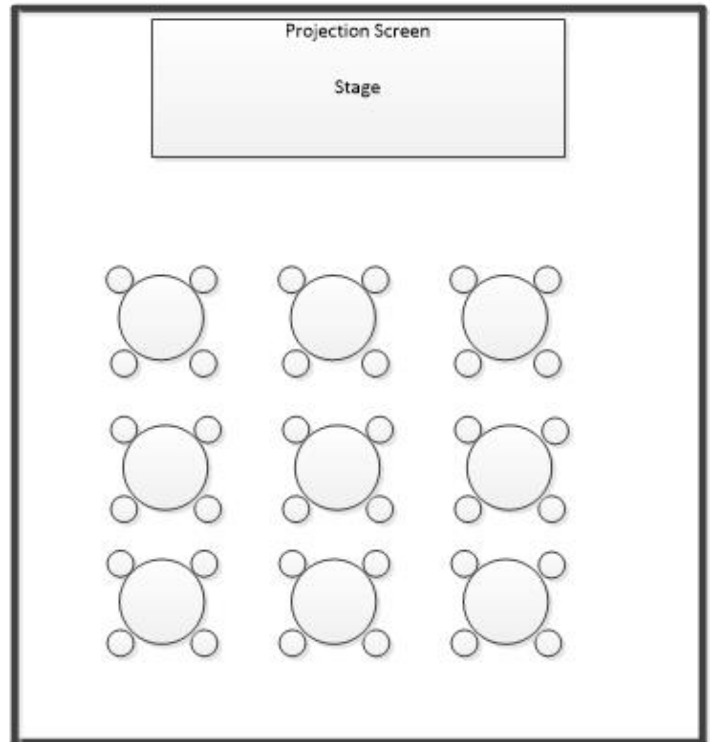6 – Short Tables (60in)
4 – Long Tables (84in)
2 - Right Curve Tables
2 - Left Curve Tables
7 – Folding Tables (72in)
1 - Podium

Rancho El Chorro Auditorium Configurations

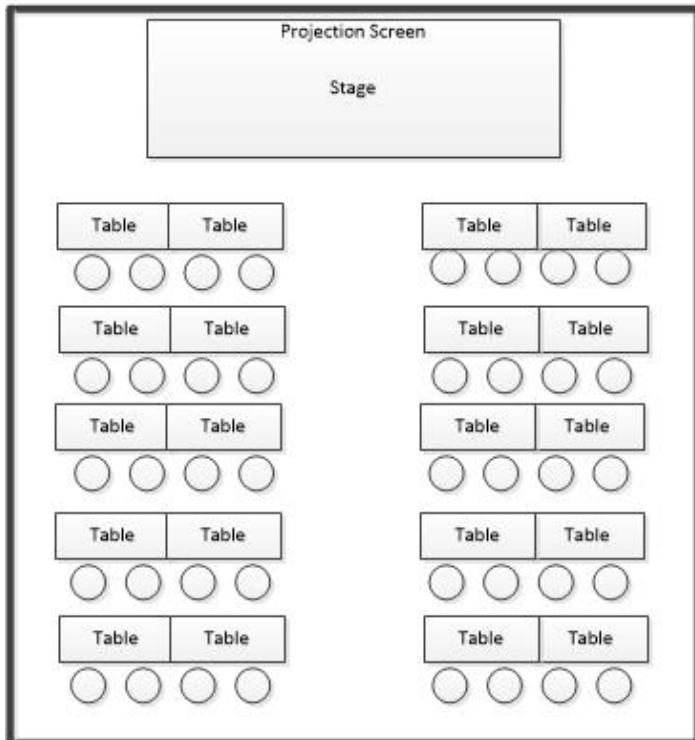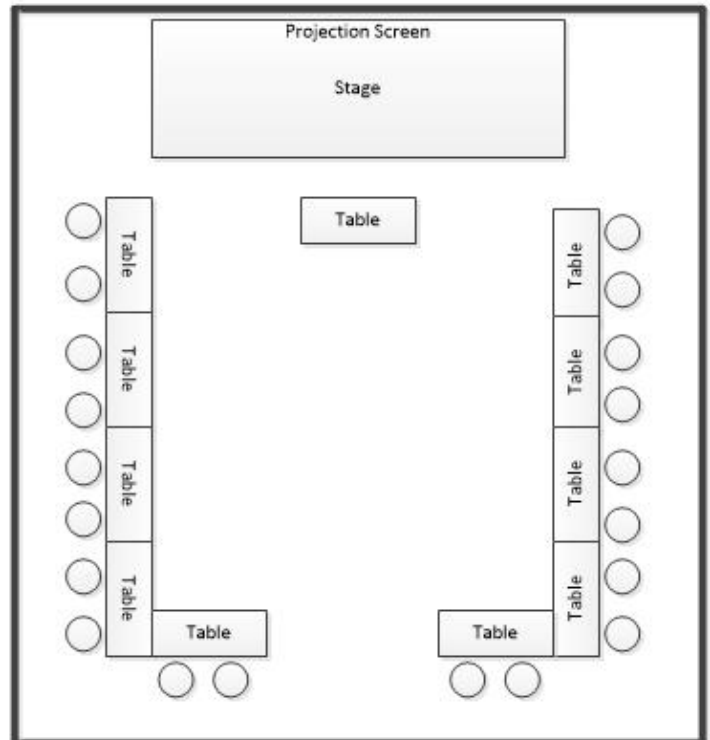## Option L
6 foot table and seating for 32

Projection Screen

Stage

Table

○ ○ ○ ○   ○ ○ ○ ○
○ ○ ○ ○   ○ ○ ○ ○
○ ○ ○ ○   ○ ○ ○ ○
○ ○ ○ ○   ○ ○ ○ ○

Option M
9 round tables and seating for 36

Projection Screen

Stage

Option N
20 6 foot tables and seating for 40

Projection Screen

Stage

Table	Table		Table	Table
○ ○ ○ ○		○ ○ ○ ○
Table	Table		Table	Table
○ ○ ○ ○		○ ○ ○ ○
Table	Table		Table	Table
○ ○ ○ ○		○ ○ ○ ○
Table	Table		Table	Table
○ ○ ○ ○		○ ○ ○ ○
Table	Table		Table	Table
○ ○ ○ ○		○ ○ ○ ○

Option O
11 6 foot tables and seating for 20

Projection Screen

Stage

Table

Table Table Table Table Table   Table Table Table Table Table

Table   Table

Option P
Rancho El Chorro Auditorium Custom

Projection Screen

Stage
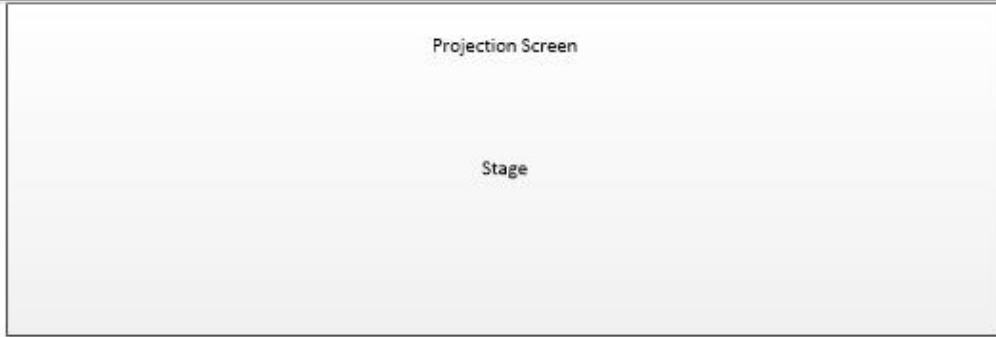
Directions:
Draw tables in the locations you want them placed and mark table types as:
6 Foot Tables - T
Round Tables – R

Table options:
10 – Round Tables
20 – 6 Foot Tables
120 – Chairs