



CONFERENCE ROOM RESERVATIONS - ESD AFFILIATED GUESTS

REQUEST FORM

CONTACT NAME: Who do we contact with questions?

DATE & TIME: This is the TOTAL time needed for your meeting including presenter preparation, setup and tear down time.

NUMBER OF GUESTS: How many guests will be in attendance? **(Please check seating capacity maximums listed below).**

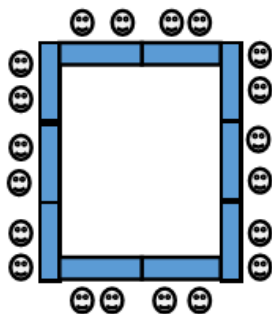
FACILITIES EQUIPMENT NEEDED: Example: flipcharts, extra tables, podium, flag.

NETWORK EQUIPMENT NEEDED: microphone, projector remote, video conferencing equipment, speakers.

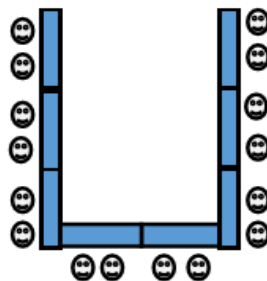
ROOM SETUP: You must choose from one of the following setup options or email a hand drawn setup to:

Available Room Setup Options

If you do not select one of these options you must email ESD Facilities the special set up request located at the bottom of this form.



Standard Setup
Capacity: 20
Per Room



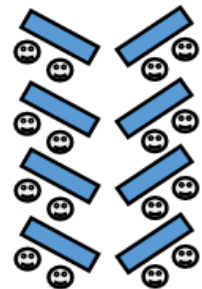
U-Shape Setup
Capacity: 16
Per Room



Theatre Setup
Capacity: 50
Per Room



Classroom Setup
Capacity: 16
Per Room



Chevron Setup
Capacity: 12
Per Room

COMPLETE THIS SECTION ONLY IF A HAND DRAWN SETUP IS NEEDED AND EMAIL TO: esd.facilities@lblead.k12.or.us.

CR1	CR2	CR3
KITCHEN		ALCOVE