

## McEVoy CAMPUS CONFERENCE ROOM SET-UP FORM

Today's Date: \_\_\_\_\_

Month/Day/Year

Day of the Week

Beginning Time

Ending Time

# Expected to Attend

<u>Available Rooms</u>	<u>Chairs Only</u>	<u>Tables w/chairs</u>
<input type="checkbox"/> 701 (lg. conference room)	50	40
<input type="checkbox"/> 702	19	15
<input type="checkbox"/> 703	20	15
<input type="checkbox"/> Superintendent's office	10	10
<input type="checkbox"/> Auditorium	250	N/A
<input type="checkbox"/> Balcony	20	N/A
<input type="checkbox"/> Courtyard	100	40

**\*All weekend requests must be forwarded to Kristin Ryan in the Operations & Maintenance Building so coverage can be arranged.**

Title or Nature of Meeting \_\_\_\_\_

Name of BOCES Contact Person: \_\_\_\_\_ Extension: \_\_\_\_\_

Name of Requester: \_\_\_\_\_ Phone No: \_\_\_\_\_

Specify Room Set-up

- Tables in a square
- Theater style (chairs only)
- Classroom style (tables & chairs)
- Other: draw diagram

Diagram

Indicate equipment needed

- Podium
- Video Conferencing Equipment
- Easel
- Sound System (Auditorium)
- Publish on web

Room 701 is equipped with a computer with internet access and LCD projector and white board. All other equipment and supplies such as easel paper, overheads, markers, pens, pencils, tape, shears, etc. must be provided by those using the room. There will be no tech support available on weekends.

RETURN THIS FORM TO: Rebecca Shoemaker, McEvoy Campus, 1710 NYS Rt. 13, Cortland, NY 13045

If there is any change in the date or time of your meeting, or in the event of cancellation, please notify Rebecca Shoemaker at (607) 758-5221 . If there is an emergency school closing the conference rooms MAY NOT be available. Please call ahead.