MAIN CAMPUS CONFERENCE ROOM SET-UP FORM

Today’s Date ___________________________________________  Beginning Time ________________________________
Month/Day/Year ________________________________________  Ending Time _____________________________________
*Day of the Week ________________________________________  # Expected to Attend ____________________________

*All weekend requests must be forwarded to Maintenance in the Operations & Maintenance Building

Title/Nature of Meeting ___________________________________________________________________________________________

BOCES Contact Person ____________________________________________________________ Extension _____________________

AVAILABLE ROOMS  CHAIRS ONLY  TABLES W/CHAIRS  OTHER DIAGRAM

☐ Seneca Large  145  108
☐ Seneca Small  35  30
☐ Seneca Combined  180  138
☐ Cayuga  70  64
☐ Canandaigua  45  38
☐ Owasco  45  38
☐ Skaneateles  30  18
☐ Honeoye  70  64
☐ Onondaga (200 Elwood)  100  80

SET-UP & NEEDS
☐ Tables in a square
☐ Tables in groups of ____________
☐ Theater style (chairs only)
☐ Classroom style (tables & chairs)
☐ Other (draw diagram to the right)

☐ Podium
☐ Video conferencing equipment
☐ Smartboard
☐ Easel
☐ Publish on display screen

Conference rooms are equipped with a computer with internet access and LCD projector and display screen. 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.

If there is any change in the date or time of your meeting, or in the event of cancellation please notify Sarah at 315-433-2600.

If there is an emergency school closing the conference rooms MAY NOT be available. Please call ahead.

RETURN THIS FORM TO:
OCM BOCES Main Campus
ATTN: Front Desk
PO Box 4754
Syracuse NY 13221