

Welcome to Clackamas ESD's Elwood Conference Room. Here is some information to facilitate your event planning and a list of clean-up procedures.

Conference Room Information:

Square footage: 608
Typical seating capacity: 20
Number of tables: 12
Number of chairs: 27

- Overhead projector
- Overhead screen
- TV
- VCR
- V-Tel
- Wireless Internet
- SMART Board

Clean-up Procedures:

- Put tables and chairs in place as shown below.
- Turn off AV equipment and put in place as shown below.
- Clean white board.
- Place garbage in garbage cans.
- Clean tables. *(cleaning supplies available in the third floor staff room and custodial closet)*
- Return all refreshment supplies to their appropriate storage place in the kitchen.
- Turn off lights.

Should you have questions regarding the scheduling of your event, contact Diana Rick at Ext. 4006 or e-mail roomreservations@clackesd.k12.or.us.

Please report equipment problems to Technical Services, Ext. 4049. *Thank you!*

Elwood

