

Facilities Checklist for Scheduling a Meeting or Event at Knox

Event_____

Date_____

Time_____

Location_____

Number Expected to Attend_____

Contact Information_____

Please provide details of room set-up for tables and chairs including any tables or space needed for food service or AV equipment.

Audio-Video Checklist for Scheduling an Event or Meeting at Knox

Event_____

Date_____

Time_____

Location_____

Contact Information_____

_____ Portable Projector

_____ Microphone/Speaker

_____ AV Cart

_____ Projector / Sound for Sanctuary and Commons (Requires staff to operate.)

_____ Meeting *OWL* for video conferencing or hybrid meeting

Other details or questions?