

What basic information is helpful when planning or preparing for an event?

Some basic questions you may want to know prior to requesting a room or during the initial stages of planning your event:

How many people do you plan to have attending?

What type of set up is needed?

What types of audio visual capabilities are needed in the room?

Is the event being catered?

These questions help events to determine what room best suite your needs and how long to reserve the space.

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<https://www2.owens.edu/faq/entry/306/>