

## CHECKLIST - EVENT CONCLUSION

- \_\_\_\_\_ Turn off all equipment and return it to its proper storage location
- \_\_\_\_\_ Return all tables and chairs to their original configuration
- \_\_\_\_\_ Sweep floor if necessary
- \_\_\_\_\_ Vacuum floor
- \_\_\_\_\_ Empty trash cans into the outside trash container at the east end of the parking lot by the storage building
- \_\_\_\_\_ Turn off all lights
- \_\_\_\_\_ Lock, and verify locked, **all** exterior doors when leaving
- \_\_\_\_\_ Kitchen use: floor swept and mopped, countertops cleaned, leftovers removed from refrigerator, oven and stove turned off, dishcloths, tablecloths, and hand towels should be taken and laundered.
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

**Return key and checklist to church secretary after event is completed.**