

Post-Event Checklist



EVENT INFORMATION

Return completed form to the Office Coordinator for final walk-through and sign off before leaving the facility.

Event Date	
Event Name	
Form completed by	

<input type="checkbox"/>	Creston touchscreen at podium powered down and peripherals (microphones, slide advancer) powered off, turned off, if used
<input type="checkbox"/>	PowerPoint slide(s) deleted from laptop, if used
<input type="checkbox"/>	Laptop powered down (.\Chamber), if used
<input type="checkbox"/>	Outside USB removed from laptop, if used
<input type="checkbox"/>	Any items belonging to the renting party removed from Events Center, catering kitchen, and lobby
<input type="checkbox"/>	Tables and credenzas wiped down
<input type="checkbox"/>	Tables and chairs returned to default set up - banquet rounds, 7 chairs at each
<input type="checkbox"/>	Additional chairs, if any, stacked three high and stowed
<input type="checkbox"/>	Remaining trash/recycling/compostable items placed in appropriate receptacles
<input type="checkbox"/>	Crumbs on floor and/or chairs vacuumed (upright vacuum in coat room)
<input type="checkbox"/>	Front desk informed of any spills/stains
<input type="checkbox"/>	Coffee pots returned to catering kitchen & drained in sink, if used
<input type="checkbox"/>	Caterer dishware/equipment brought to catering kitchen, scraped clean into Compost Bin. Front desk notified of caterer equipment to be picked up. It is the responsibility of the event organizer(s) to arrange catering delivery & removal.
<input type="checkbox"/>	All items removed from Chamber provided registration table, if used

FOR CHAMBER OFFICE USE ONLY

Date:	
Reviewer Name:	
Reviewer Signature:	