

BALLROOM CLUB EVENT CHECKLIST

Club Name/Event:

Date:

POC:

STAFF CHECK IN

Initial

Check carpet for stains - note location before event

Tables and chairs set to diagram (F&B, Water, Coffee, Raffle, Sign-in, Podium, etc.)

Coffee urns & extension cords on cart (if requested- left in kitchen for club to fill)

All water pitchers & dispensers clean, dry & placed on shelf

All equipment in place (clean & placed on shelf labeled "shared" for use)

All A.V. (audio visual) equipment turned on, unlocked & prepped for use (if requested- screen, projector, mics, stands, etc.)

POC CHECK OUT

Initial

Check carpet for stains - note location after event

All tables and chairs put back (rounds 8-10 chairs, based on the following day programmed events)

ALL trash & recycling taken out to the **Grey Cart nearest the a/c handlers or dumpster**, leave clean bags in all cans (including behind bar & kitchen)

Clean bar area-wipe down sink, bar, speed rails, ice bins & cooler (if used- **DO NOT** leave F&B items inside the coolers or ice bins)

Kitchen counters wiped down & sink wiped out

Kitchen floor mopped

All food out of **warming stations** wiped clean & turned **OFF**

All items out of kitchen refrigerator (unless approved by mgr- **DO NOT** leave F&B items inside the ice machine. This includes scoopers, tumblers & pitchers)

Dressing room, Bathroom & Green Room cleaned (if used)

ALL shared supplies returned (all supplies **must be cleaned & dried** thoughroughly before returning to labeled shelf)

All coffee pots, urns & caraffes must be cleaned out, **completely dry** & returned to its labeled shelf (use Urn powder to clean, **remove all coffee grounds**, all water to fill & drain down faucet)

All decorations taken out day of event (unless approved by mgr- **DO NOT** leave holes, use 3M removable mounting opt. whenever possible)

***** STAFF ONLY *****

Staff Initial

**SOUND & LIGHT BOARD OFF (including mics- All equipment locked by staff!);
Back stage lights off and the curtain remote in its place.**

NOTES/COMMENTS:

Disclaimer: Failure to complete the tasks outlined above will result in Club reimbursment to Association for staff time.