

EVENT CHECKLIST

Date of Event _____

Building used _____

Room(s) used _____

Notice in bulletin

Notice in the Blast

Notice on the web site

Notice on FB

Video announcement

Number of Tables Needed _____

Type of Tables: 6 foot Rounds

6 foot Rectangles

8 foot Rounds

8 foot Rectangles

10 foot Rounds

10 foot Rectangles

Number of Chairs Needed _____

Clean/Set up Team: Leader _____

Workers _____

Clean up/Break Down Team: Leader _____

Workers: _____

Building Lock Up: _____

DATE

TIME

SIGNATURE OF PERSON CLOSING