

EVENT LOCK-UP CHECK LIST

2013/2014	YES	Notes
GENERAL INSTRUCTIONS FOLLOWING AN EVENT		
Linens		Remove, clean/laundry and return to linen storage
House Lights		Turn Off
Dimmer Lights		Turn Off
Heat	TURN DOWN	Set @ 50 in Winter
Doors: French/Kitchen/Sunroom		LOCK
Windows - Downstairs & Upstairs		CLOSED & LOCKED
Blinds: French Doors		Left "up"
Sunroom		Down/Open
Tea Room		Down/Open
Front Yard Flood Lights (switch behind Redwood Painting at stairway)		OFF
KITCHEN		
Food From Refrig		Remove
Counter Tops		Clean
Garbage		Remove
Auditorium		
Chair Stacking: Diagram of how to stack the chairs is attached to inside of chair/table closet door		
Neutral Setting Floor Plan is attached inside of chair/table closet door.		
Event:		
Date:		