

# POST EVENT CHECKLIST

1. All sinks drained and cleaned
2. Remove your refrigerator and freezer items
3. Remove all extra catering supplies (please don't leave them behind)
4. Take all personal decor items
5. Walk around the outside area and parking area and pick up any trash
6. Put away all outside tables, chairs, and rolling bar
7. Remove linens and decor items from upstairs tables
8. Bathroom trash cans emptied
9. Bar trash cans emptied
10. Outside trash cans are emptied
11. Re-bag all empty trash cans/turn upside down
12. ALL trash and recyclables removed from property
13. Caterer's kitchen doors closed and locked
14. Turn string lights and driveway lights off
15. All doors locked
16. Turn the AC up to 80 (in closet above hot water heater)
17. Turn off audio switch in closet (only the one labeled)
18. Lights off
19. Lock gate



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