

Young-Budd Post #171, American Legion, Inc.

Event Exit Checklist

- Report any damage or loss occurring during your event.
- All trash cans emptied and trash placed in dumpster. Insert new liners in trash cans.
- Any kitchen appliances used must be turned off.
- All ceiling fans or portable fans turned off.
- All windows must be closed and locked.
- If air conditioning was used, reset timer in boiler room. If heating system was used, turn thermostat back to 64 degrees.
- All decorations put up for this event are taken down and removed from premises. Also remove all tape holding decorations.
- All tables and chairs used are placed back on the chair caddies and table caddies (stored under the stage).
- All floors (especially the kitchen) swept and mopped as needed. Countertops in kitchen also must be wiped clean.
- All guests are out of the building.
- Outside of building and parking lot checked. Discarded items and any trash should be placed in dumpster.
- Turn off all lights including restrooms and outside lights.
- Make sure all outside doors are locked and secured.