

# EVENT COORDINATOR CHECKLIST

**Please print, complete, and return to the church office:**

- Garbage cans emptied & bags replaced
- Chairs, tables, dishes, and linens as they were prior to event
- Food taken/disposed of properly
- Heat/Air settings at proper temperatures
- Floors, countertops, tables, and chairs clean
- Lights out
- Doors locked

**Signature:** \_\_\_\_\_

**Date & Time:** \_\_\_\_\_