

End of Night Check Out List



Overall

- Bag and Tie All Trash. Place in outside trash cans.
- Take anything your brought.

Ballroom

- Shake table cloths outside and place on ballroom side counter
- Wipe down counter surfaces
- Stack chairs in piles of 10 against walls. Please do not stack chairs with spills and food on them
- Collapse tables and lean against wall
- Wipe up any wet spills or debris that might damage wood floor or carpet

Kitchen

- Wash and return DRY dishes to proper locations
- Clean food and debris out of sinks and dishwasher
- Wipe down all counters and surfaces
- Wipe out bus pans
- Wipe carts if used
- Discard or take all food
- Turn off gas to stove (if applicable)

NO LOOSE TRASH

ALL trash must be bagged and tied. Yes, even large items.

ALL RECYCLE MUST BE IN CLEAR BAGS

If you are not performing these tasks personally, please confirm that your caterer or other staff will be addressing them.