

## Entry Areas & First Impressions

Task	Assigned To	Checked By	Notes
Floors are clean and dry			
Glass doors and handles are smudge-free			
Entry rugs vacuumed or shaken out			
Signage is clean, current, and visible			
Trash cans emptied and relined			

## Restrooms

Task	Assigned To	Checked By	Notes
Toilets and sinks wiped down			
Mirrors clean and streak-free			
Trash emptied, liners replaced			
Floors mopped or vacuumed			
Paper goods restocked (TP, towels, soap)			
Odors checked and neutralized			

## Main Event Room(s)

Task	Assigned To	Checked By	Notes
Seating is arranged properly			
Floors clear of debris and spills			
Trash cans empty and relined			
High-touch surfaces wiped down			
Stage or platform clean and safe			
Lighting tested and adjusted if needed			

### Kitchen / Prep / Backstage

Task	Assigned To	Checked By	Notes
Counters wiped down			
Sinks are clean and empty			
Dishes put away or out of sight			
Trash removed and liners replaced			
Cups, utensils, napkins restocked			
Floor clean and not sticky			

### Emergency Extras

Task	Assigned To	Checked By	Notes
Spill kit nearby			
Air freshener on hand			
Cleaning supplies stocked and visible			
Backup paper goods located			
Entry mats in place (if rainy/snowy)			

### Final Walkthrough

Task	Assigned To	Checked By	Notes
Last walkthrough completed			
Quiet time buffer built in (15–30 mins)			
Final trash check in all key areas			
Point person day-of assigned			