

NAME OF EVENT \_\_\_\_\_

# CSA EVENT CHECKLIST

EVENT CHAIRPERSON \_\_\_\_\_

DATES \_\_\_\_\_

Use this area to report anything that is in bad condition when you take over the O.B., Shower House or Grounds.

The duties on this checklist should be completed, checked off and this sheet returned to the Harbor Master during a final walk through at the end of your event with elevator keys.

At the same time you or a representative should be paying the harbormaster for your ice, visiting boats and race equipment use.

Observation Bldg. Upper Level			Lower Level		
DUTY	COMPLETED	COMMENTS	DUTY	COMPLETED	COMMENTS
remove all food			remove all food		
empty trash to dumpster			empty trash		
replace trash bags			replace trash bags		
stack chairs			wash, dry & stow dishes		
wipe table tops			clean stove/ovens		
Bring in chairs from outside			stack chairs		
fold up tables			wipe table tops		
vacuum carpet			fold up tables		
clean countertops			vacuum carpet		
sweep tile floors			clean countertops		
mop tile floors			sweep concrete floors		
adjust thermostat			mop concrete floors		
turn off fans			adjust thermostat		
turn out lights			turn off fans		
			turn out lights		
<b>Grounds</b>			<b>General</b>		
pick up trash			return race equipment		
empty full trash cans			to Harbormaster		
to dumpster					

**Event Chairperson's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Harbormaster's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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