

CIVIC CENTER CHECK LIST

1. NUMBER OF TABLES & CHAIRS _____
2. NUMBER OF SERVING TABLES _____
3. ENTRANCE TABLE OR SIGN IN TABLE: ROUND _____ RECTANGULAR _____
4. NUMBER OF MICROPHONES _____: FLOOR _____ STAGE _____
5. PODIUM _____ FLOOR _____ STAGE _____
6. KITCHEN _____
7. COLUMNS _____
8. STEPS _____
9. PROJECTOR/SCREEMS/DVD PLAYER/CD PLAYER _____
10. COURT ROOM _____
11. LOBBY AREA _____
12. DRESSING ROOM _____
13. CONSESSION AREA _____
14. DECORATIONS TO HANG _____
15. ALL OTHERS _____

EVENT COORDINATOR _____ DATE _____

DIRECTOR _____ DATE _____