

# Event Set-Up and Clean-Up Procedures

## Harris Hill PTA

### Event Set-Up

1. The following equipment is available for events:
  - Tables
    - Cafeteria style with seats (11 tables seating 12 each)
    - Classroom style
  - TV
  - VCR
  - Folding chairs
  - Microphone
  - Easels
  - Music stands
  - Screens
  - Overhead projectors
  - Garbage cans
2. Requests for equipment and set-up should be made with Karen Alguire. Requests should be made 2 weeks prior to the event. If more than 140 chairs are required, the request should be made 3 weeks prior to the event.
3. A description of where the equipment is to be located should be provided. Chairs can be setup in auditorium style or in a circle. A drawing should be provided for clarity.

### Event Clean-Up

1. Brooms, dustpans and vacuum cleaners are in the storage room between the kitchen and the stage.
2. Folding chairs and music stands should be returned to the storage racks.
3. The gym should be swept if it is used for an event that leaves a mess.
4. Wipe dirty tables with a damp paper towel.
5. Vacuum the carpet if there is excessive debris
6. The Custodian will return the tables and other equipment to the appropriate locations and take the garbage to the dumpsters.

**In the event of a problem at night/after-hours locate the evening Custodian(s)**