



# BRUSH BARN

## Closing Checklist

- All decorations and adhesives removed
- All garbage emptied into outdoor dumpster. \*Bags must have been used
- Remove any food/drinks brought in
- Sweep/mop floor if needed
- Arrange room as shown below. Put all other chairs and tables placed neatly on stage/racks.
- Turn off all lights and close/lock door

# Room must be set-up like this after your event for our field trips:

---

**MAIN DOORS**

**6' Table**

**6' Table**

**30 Chairs  
against Wall**

**6' Table**

**8' Table**

**6' Table**

**8' Table**

**30 Chairs  
against Wall**

---

**STAGE**