

Woodburn Baptist Church Wedding/Event Closure Checklist

Wedding of _____

1. _____ Trash containers emptied with clean bags placed in them.
2. _____ Utensils in the kitchen cleaned and properly returned to their place.
3. _____ All floors of areas used vacuumed and cleared of any debris.
4. _____ All thermostats returned to their original temperature ranges.
5. _____ All keys returned to church personnel/church office.
6. _____ Parking lot area and sidewalks free of all debris in relation to the wedding.
(bird seed, cigarette, etc.)
7. _____ All church furnishings and other equipment returned to their proper places.
8. _____ All lights and other powered objects turned off.
9. _____ All bathrooms checked and cleaned.
10. _____ All Sunday School rooms checked and put back in order.

Church Representative

Wedding representative

Date