

North Creek Event Center Checklist

Prior to Event NCEC:

- Kitchen and Event Space is clean and ready to use
- Event space is available for decoration and preparation at designated set-up time
- Event space is set up to accommodate catering needs
- Ice machine is available and has a sufficient supply of ice
- Refrigerator and freezer are available and have sufficient space to accommodate storage
- Warmer, microwaves, etc. are clean and usable
- Kitchen is clear of personal items at all times (no backpacks, coats, purses, etc.)
- Alcohol permit is posted if needed

After Event:

- Notify Events Program of any spills/major issues requiring attention
- Remove all catering equipment from kitchen
- Remove all food from refrigerators and freezers
- Place any waste/recyclables in appropriate containers for disposal