



Large events where food is served will need additional trash/compost bins brought in  
 If AV present, lower screen & window shades  
 If no AV, raise screen & shades

Easels should be removed if not shown in diagram  
 Whiteboards should be spotless w/a set of 4 pens & eraser  
 Thermostats- set on 65 & volume control "0"