



**Lakewood Ranch**  
*The Nature of Florida Living*

**Town Hall**  
**Special Event Walkthrough Check List**

Name: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

<i>Ck'd</i>	<i>Special Event Walkthrough Check List</i>	<i>Facility Superintendent Follow Up Checklist</i>
	<i>Facility Lights</i>	
	<i>Automatic Front Door</i>	
	<i>Carpet Inspection</i>	
	<i>Trash Disposal</i>	
	<i>Unloading Procedures</i>	
	<i>Explain Warming Kitchen</i>	
	<i>Coffee Makers &amp; Water Pitchers Available</i>	
	<i>Restrooms</i>	
	<i>Vacuum Location</i>	
	<i>Alcohol Rules</i>	
	<i>Clean Up</i>	
	<i>Rules &amp; Regulations</i>	
	<i>Event Layout</i>	
	<i>Podium &amp; Microphones</i>	
	<i>Fire Extinguishers</i>	
	<i>Patio Doors</i>	
	<i>Other AV Needs:</i>	

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Facility Superintendent Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*