

University of Wisconsin - Superior
MULTICULTURAL CENTER DUTIES CHECKLIST

Instructions

Initial each of the following boxes once each task is complete and turn in the checklist to **Katrina Werchouski**. The Multicultural Center must be presentable, put back in order, and cleaned for the next event that is held AFTER your event! Please notify the Multicultural Affairs staff if the Center is unclean before your event.

Checklist

Equipment Provisions:

Audio/tech requests may not be available on weekends and evenings

- PA System and TV monitor are available to use in the Center
- You are required to provide any outside equipment (i.e. laptop for media)

Furniture Placement:

- If furniture is moved, please make sure it is RETURNED to its original place (refer to placement chart/photo binder available at entrance)
- Please be careful when moving furniture: **DO NOT** allow furniture to scuff floors!
- All tables, chairs, and wall barriers need to be located in their proper place upon event completion

Cleanliness:

- Setup and cleanup is your responsibility; however, if additional help is needed or if you would like for someone else to handle this aspect of the event, you can contact **Facilities Management** (phone: 715-394-8120) and place a work order
- Large spills must be cleaned
- Remove clutter on floor or bookshelves
- **Chartwell's** provides catering clean-up during business hours - if your event is after business hours, please place catering materials onto provided cart. If any other catering service is used, coordinating clean - up is your responsibility

If your event is after hours:

- Please contact **Campus Safety** (phone: 715-394-8114) to inform them about your event and that you are leaving
- Turn off all the lights

Main Contact Information

Name (please print): _____

Date of Event: _____

Organization/Event: _____

Signature: _____

Office Use Only

Date Received: _____

OMA Room Supervisor Signature: _____

Please sign and return this checklist within 24 hours to the Office of Multicultural Affairs in Old Main 230 or email to oma@uwsuper.edu