

Space on Stadium Technology Checklist

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AV Equipment

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MagicInfo Display

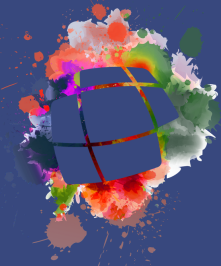
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Cordless Phone

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Chargers

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Post Meeting Checklist

(Completed by Host, verified by MCM)

- ☐ All equipment accounted for-see equipment list on the back of sheet
- ☐ All equipment on charging stations
- ☐ Technology shutdown
- ☐ Technology guides accounted for
- ☐ Tables clean
- ☐ Room vacuumed
- ☐ Empty trash
- ☐ Furniture in correct location-map located on back of sheet
- ☐ Kitchen cleaned
- ☐ Supplies put away
- ☐ Bathroom Cleaned
- ☐ Rooms Cleared/Doors Secured/Alarmed
- ☐