

PRAIRIE VIEW A&M UNIVERSITY
Department of Art, Music & Drama

CHECKLIST FOR ORGANIZATIONS USING THE RECITAL HALL

NAME OF ORGANIZATION: _____

NAME OF SPONSOR: _____

DATE OF EVENT: _____

_____ Chairs & tables returned to original locations (check front entrance, foyer, orchestra pit and stage).

_____ Materials and props removed from stage.

_____ Stage checked for garbage and paper.

_____ Paper and unused programs removed from the Recital Hall.

_____ Dressing rooms checked for cleanliness.

_____ Green room checked for cleanliness.

_____ Microphone, battery and speaker's podium returned.

SIGNATURE: _____

Name of Sponsor

Music Department: _____