

## BULLA EXHIBITION CENTRE EVENT CHECKLIST

### ROOM

- ☐ Heating/Air-Conditioning and lights turned off
- ☐ Tables/chairs returned to original placement
- ☐ Room is tidy
- ☐ Doors locked and windows closed
- ☐ Return key/s to key safe
- ☐ Completed/Checked By – Name - \_\_\_\_\_ Room No/s \_\_\_\_\_

### KITCHEN FACILITIES (if used)

- ☐ Oven/Pie Warmer turned off
- ☐ Dishes/Cutlery etc. washed and returned to original place
- ☐ Kitchen must be cleaned and left tidy Incl benches, table, fridge, stove, microwave and sink.
- ☐ Take home any leftover food/drinks. – **DO NOT** turn fridge off
- ☐ Instant Hot Water turned Off
- ☐ Kitchen Bin emptied into Wheelie Bin (outdoors)
- ☐ Completed/Checked By – Name - \_\_\_\_\_

### BUILDING / GROUNDS

- ☐ Check and turn off: ALL lights; all rooms, and inside and outside of the building, Flood lights on the arena, office and porch lights, PA system and both Secretary's office air conditioners
- ☐ Check and lock ALL rooms and ALL entry doors to the building including the disabled toilets
- ☐ Ensure Instant Hot Water at outdoor Secretary's office is turned off at the power point.
- ☐ Outdoor Portable toilet lights off, doors locked and closed
- ☐ Return all key/s to key safe
- ☐ Cardboard to be collapsed and placed in recycled cardboard skip near outdoor sec office
- ☐ Completed/Checked By – Name - \_\_\_\_\_

### CLUBS / SHOWS / EVENT / TRAINING

- ☐ All Outdoor rings must be put away into Stewards Locker Box (last show of W/E or cluster)
- ☐ Table to be put back into Stewards Locker Box
- ☐ Ramps to be returned to room adjoining Secretary's Office using Ramp Trolley
- ☐ White PVC ring poles to be left in place
- ☐ Stewards Box to be locked (Keys are in key safe Ring 7 is on ring 6 locker key)
- ☐ All sponsors' signage to be removed and cable ties placed in the bin
- ☐ Indoors – area returned to how it was found (no use of tape or blue tack on fencing)
- ☐ Completed/Checked By – Name - \_\_\_\_\_

### MUST BE COMPLETED

☐ VCA Reps Reports, Event Catalogue, Fixture Levy, Junior Handlers Results Sheet and Show Summary Cover Sheet have all been sent to the Dogs Victoria Office. (If Applicable)

**The Gate MUST be closed when leaving** (unless Calabria Club is open)

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:**    /    /    **Time** \_\_\_\_\_ **am/pm**    **Club:** \_\_\_\_\_

Complete checklist and email to [events@dogsvictoria.org.au](mailto:events@dogsvictoria.org.au) THE NEXT BUSINESS DAY.

**\$100 fines will be issued to clubs if room/area is not left in a clean & tidy state as listed above.**