



## Clean Up Assignments for Ministry Events

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Upstairs/G-Force Area Event: \_\_\_\_\_ Prayer Room Event: \_\_\_\_\_  
Sponsoring Ministry: \_\_\_\_\_

**Please complete the following list if your Event doesn't include use of the kitchen, food/beverage:**

Set Up Tables & Chairs: \_\_\_\_\_  
Put Away Table & Chairs: \_\_\_\_\_  
Vacuum Room: \_\_\_\_\_  
Decorate: \_\_\_\_\_  
Remove all Decorations: \_\_\_\_\_  
Take out Trash, Put Clean Liner in Trash Can: \_\_\_\_\_

**Please complete the following list if your Event includes food/beverages and use of the kitchen:**

Set Up Food Before Event: \_\_\_\_\_  
Put Food Away: \_\_\_\_\_  
Set Up Tables & Chairs: \_\_\_\_\_  
Put Away Table & Chairs: \_\_\_\_\_  
Disinfect Tables After Use: \_\_\_\_\_  
Wash Dishes, Dry & Put Away, clean kitchen counters: \_\_\_\_\_  
Take out Trash, Put Clean Liner in Trash Can: \_\_\_\_\_  
Decorate: \_\_\_\_\_  
Remove all Decorations: \_\_\_\_\_  
Sweep & Mop Kitchen: \_\_\_\_\_  
Vacuum Room: \_\_\_\_\_

Director Assure all Cleaning Tasks Are Done: \_\_\_\_\_