**Wedding Custodial Checklist for Middleville Wedding**

Rehearsal Date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wedding Date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bride and Groom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officiating Pastor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sound/Tech Volunteer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rehearsal Night**

* Arrive at the requested time of \_\_\_\_\_\_\_\_\_\_\_\_
* Unlock front doors
* Turn the lights on in the Lobby and Auditorium.

**After the rehearsal**

* Check and clean the restrooms as needed
* Take out trash
* Turn off all lights
* Lock front doors

**Wedding Day**

* Arrive at the requested time of \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Unlock front doors
* Unlock the 1st-5th Grade Room
* Turn on lights in the Auditorium and Lobby
* Be available to the Bride and Groom in case of questions

**After the wedding, make sure these are completed:**

* Take out the trash
* Vacuum as needed
* Check and clean restrooms as needed
* The auditorium is returned to its original state
* Turn off all lights
* Lock front doors
* If you have any questions or problems, call Tom Krawczyk at 269.615.8459

**FAQ:**

Making coffee is fine, just follow the directions on the wall poster in the kitchen. Using our folding tables is fine, they are located backstage, just put them back when done. Forbidden: use of stage and/or band equipment, use of computer/printer, use of cups/plates/utensils, use of toys and games in TVC Kids rooms. For changes to thermostat settings, call Tom. If rowdy mayhem ensues, call Tom!