

Post-Event Clean-Up and Damage Assessment Form

Directions: Complete this form immediately following the conclusion of the event. Use this document to verify the clean-up status of the venue and record any damages that occurred during the event. Print this form for physical signature and filing.

1. General Event Information

Event Name:

Event Date:

Venue/Location:

Event Coordinator:

Clean-Up Supervisor:

2. Clean-Up Checklist & Verification

Instructions: Indicate the status of each area (e.g., "Completed", "Pending", "N/A") and write any relevant notes.

Clean-Up Area / Task	Status (Completed / Pending / NA)	Notes / Remarks
Trash & recycling removal from main venue area	<input type="text"/>	<input type="text"/>
Decorations, banners, and temporary signage dismantled	<input type="text"/>	<input type="text"/>
Audio/Visual and staging equipment packed & stored	<input type="text"/>	<input type="text"/>
Tables, chairs, and rented furniture stacked/returned	<input type="text"/>	<input type="text"/>
Catering areas, food waste, and kitchen space cleaned	<input type="text"/>	<input type="text"/>
Restrooms inspected and cleared of event debris	<input type="text"/>	<input type="text"/>
Outdoor areas / Parking lot swept and cleared	<input type="text"/>	<input type="text"/>

3. Damage Assessment

Instructions: Document any damages to the facility, equipment, or property. If no damage is found, write "None".

Location / Item Affected	Description of Damage	Severity (Low, Medium, High)	Estimated Repair Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Comments on Damage / Incidents:

4. Sign-Off & Approvals

By signing below, the parties agree that the clean-up status and damage assessments listed above are accurate representation of the venue post-event.

Clean-Up Supervisor Name:

Clean-Up Supervisor Signature:

Date Signed:

Venue Representative Name:

Venue Representative Signature:

Date Signed: