

# GREEN CENTER EVENT COMPLEX CHECKLIST

- Do you have a Confirmation Number for your event?
- Does your confirmation reflect all the correct times and equipment required?
- Does your presentation require an analog 1/8" laptop audio feed?
- Are all of your PowerPoint slides the same resolution? (16×9 or 4×3)
- Does your event require specific custodial needs; (empty trash at lunch break etc.)?
- Do you require any items to be delivered to Green Center for your event?
- Does your event require any bus service drop off/pick up?
- You are aware that no item may be store overnight .
- You are aware that final payment is due upon your arrival via check.

If any of the items above are in question, please contact the Green Center Event Office: 303-273-3470 or email the event office: [gc.events.mines.edu](mailto:gc.events.mines.edu)