

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 (16x9 or 4x3)?
- Does your event require specific custodial needs; (empty trash at lunch break, etc.)?
- Do you require any items to be delivered to Green Center to your event?
- Does your event require any bus service drop off/pick up?
- You are aware that no item may be stored 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 Campus Events Office at reservations@mines.edu if you are an internal client or rentals@mines.edu if you are an external client.