



**After-Event Checklist: Please make sure all of the following are completed before leaving.
Failure to do so will result in an excessive cleaning fee.**

1. **LINENS:** If you utilized our linens, please leave them ON the tables (i.e. – do not remove them from the tables they are on so that any stains can be treated BEFORE they are removed)
_____ (initial when complete) _____ (Ivey House team member initials)

2. **IVEY ITEMS:** Return all Ivey House décor/items/vintage furniture pieces to their homes (i.e. – where you found them; place all décor items on the dining room table). Please make sure they are free of debris (candle wax, ribbons, adornments, dirt, food, etc.) **Failure to do so will result in an excessive cleaning fee.**
_____ (initial when complete) _____ (Ivey House team member initials)

3. **TRASH:** Bag all trash up and put the closed/tied off bags in the blue dumpster located outside the pavilion. (Do NOT leave filled trashcans/trash bags outside on the deck, in the pavilion or in the kitchen). Extra trash bags are located in the kitchen in the lower cabinet to the left of the sink. It is your responsibility to make sure all trash makes its way to the dumpster, including bagged trash and loose items. **THIS INCLUDES ALL TRASH LEFT BY VENDORS (BARTENDERS, CATERERS, etc.)** Cardboard boxes MUST be broken down before being placed in the dumpster. Do not put inflated balloons in the dumpster (they must be popped/deflated first!)
_____ (initial when complete) _____ (Ivey House team member initials)

4. **PERSONAL ITEMS:** Take all décor, food, etc. that you brought with you (no items should be left after event unless previous arrangements have been made.) This includes items in the house, ceremony area & pavilion.
_____ (initial when complete) _____ (Ivey House team member initials)

5. **MOVED ITEMS:** Assure that any items moved around inside or out of doors of the home/pavilion must be returned to their designated place
_____ (initial when complete) _____ (Ivey House team member initials)

Based on what area you have rented, after the above is complete, please make sure:

- _____ **HOUSE** - All interior house doors are locked (do **not** lock the exterior black security doors)
- _____ **HOUSE** - Both thermostats are set to 75 (if air is on) or 68 (if heat is on) (one is located by the kitchen entry door and the other is on the wall as you go up the stairs)
- _____ **HOUSE/PAVILION** All lights are turned off in the house & pavilion (this includes bistro lights & fireplaces)
- _____ **PAVILION** - The fountain is unplugged (plug is located on the deck)
- _____ **PAVILION** - All pavilion doors are closed

Please text **865-742-5880** when you have finished up (if an Ivey House team member is not present). ☺
If you need assistance at any time, please call text or call 865-742-5880 or 865-705-1169. Thank you! ☺