

Legacy Foundation of Southeast Arizona



Outreach Center Checklist

- Notify staff upon your arrival**—Legacy staff will open the Outreach Center and set up electronic equipment (if needed)
- If assistance is needed** during your event, please **dial 100** on the kitchen telephone
- If food was served**, take trash to the receptacle located on the South side of the Brooks Bldg. and re-line with bags located in the closet.
- If rearranged**, place tables in original place. **Wipe off tables** if needed. (Sanitizing wipes are located under the kitchen Sink)
- For the safety and security** of the Outreach Center and staff, notify staff when event is over and attendees have vacated
- Please Note:** The Legacy Foundation will not provide copy services