



Project Officer Checklist

Welcome to the Minuteman Commons. You are designated as event Project Officer responsible for coordinating and arranging all related support specific to your event.

Name of Event _____

Date and Time _____

Room(s) Reserved _____

Project Officer Phone _____

Project officer Unit and Email _____

Commons Staff Responsibilities

Ensure facility is clean, comfortable, secure and well maintained.

Provide clean and serviceable tables, chairs, podium, linens and other equipment as needed.

Operate and maintain equipment and resolve issues in support of event.

Coordinate with Project Officer to set up event in accordance with event requirements.

Assist Project Officer in providing AV/IT requirement in accordance with the Commons capabilities.

Brief the Project Officer on the proper use of the Commons and Commons operations policies.

Assist the Project Officer with planning information and contacts for other base support requirements, such as lodging, transportation, Security Forces and Food/Beverage options.

The Commons Staff can be reached during an event after normal duty hours at 781-808-6571.

If you have any questions, please feel free to contact the Commons Staff at 781-225-6501 or via email Hanscom.Commons@us.af.mil and we will be happy to address your concerns. We are excited to offer this facility to our warfighters.

Project Officer Responsibilities

Comply with the following policies and for the supervision of all attendees.

Adhere to security and information protection responsibilities and heightened force protection conditions IAW AFI 10-245. Ensure event attendees are aware of applicable emergency, evacuation and shelter-in-place procedures.

Complete room set-up and break down, including vacuum/cleaning and disposing any trash generated from the event. Complete Post event checklist below.

Ensure audio visual equipment is secured, not damaged and does not leave the facility.

Attend a Pre-planning meeting at the Commons to provide final event materials to Commons Staff and to verify that all requirements will be met.

Ensure post event checklist is completed and coordinated with the Commons Staff.

Understands that a deposit is required and will not be returned if the post event conditions are not met

POST EVENT CHECKLIST

_____ Identify any damaged equipment (tables, chairs, walls, Audio Visual, etc.)

_____ Tables and Chairs returned to where initially located

_____ All windows and doors are closed

_____ All Tables and Chairs wiped clean

_____ Vacuum the carpets – Remove any debris from floor

_____ Empty all trash cans

_____ Glitter, tinsel, confetti not used for any reason

_____ Turn off lights

_____ Ensure AV equipment is secured.

I acknowledge these responsibilities and also waive any liabilities with the Commons.

Printed Name: _____

Signature/Date: _____

Commons Staff completion signature/date:
