Lunchbar Clear Up

**We need to be out the room by so there's no real rush (apart from tuesday) 2pm - if there are CU members hanging around, give them instructions**

Everything that came out of the Skeptical plastic box needs to go back in (there's a list in the lid)

Recycle flyers from that day

Leftover food:

* Keep anything that could be used the next day
* Give away/throw away anything that won’t keep
* Let Peter B know what you've kept/ thrown away so he can amend the order for the following day

Feedback forms:

* Put unused ones back in the box
* Give filled in feedback to Krista or someone who is on committee

Make sure you take down all posters and signs outside the room and on the way to the room

Take everything over to the cupboard (you need a committee swipe card the code for the cupboard is 1568). The plastic box can go on the shelves opposite and flyers for the next day on the shelf to the right. Everything else can go away neatly where it can be found easily.