

**Thursday****Jhan, 3:30PM to 6:30PM****Oct 20 2016**

Task Type	Time	Building	Room	Special Instructions/Comments	Initial Here
Pickup Large PA	1530	SC	Dining Hall	Pick up 2 large speakers, 2 speaker cables, 1 amplifier and cart, 1 long AC cord and 5 matts (2 by doorway). Return all equipment to Bethune 201 storeroom.	
Pickup Mic	1530	SC	Dining Hall	Pick up lecturn mic stand, mic and mic cables and matts. Return to Bethune 201 storeroom.	
Crestron Logout	1600	LSB	106	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1630	SC	116		
Crestron Logout	1630	SC	212		
Crestron Logout	1630	SC	218		
Crestron Logout	1700	SC	302	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	BC	214		
Crestron Logout	1730	BC	225		
Crestron Logout	1730	BC	228		
Crestron Logout	1730	BC	323		
Crestron Logout	1730	BC	325		
Crestron Logout	1730	CC	106		
Crestron Logout	1730	CC	109		
Crestron Logout	1730	CC	211		
Crestron Logout	1730	CLH	L	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	HNE	036		
Crestron Logout	1730	HNE	038	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	HNE	304	Ensure neck mic goes back to equipment drawer.	
Crestron Logout	1730	R	N120		
Crestron Logout	1730	SC	114		
Crestron Logout	1730	SC	205		
Crestron Logout	1730	SC	214		
Crestron Logout	1730	SC	224		
Crestron Logout	1730	SC	303	Ensure neck mic goes back to equipment drawer.	
AV Shutdown	1730	LSB	107	Make sure neck mic goes back to drawer and log off touchscreen.	
AV Shutdown	1730	LSB	101	Make sure neck mic goes back to drawer and log off touchscreen.	
Crestron Logout	1800	CB	115	Ensure neck mic goes back to equipment drawer.	