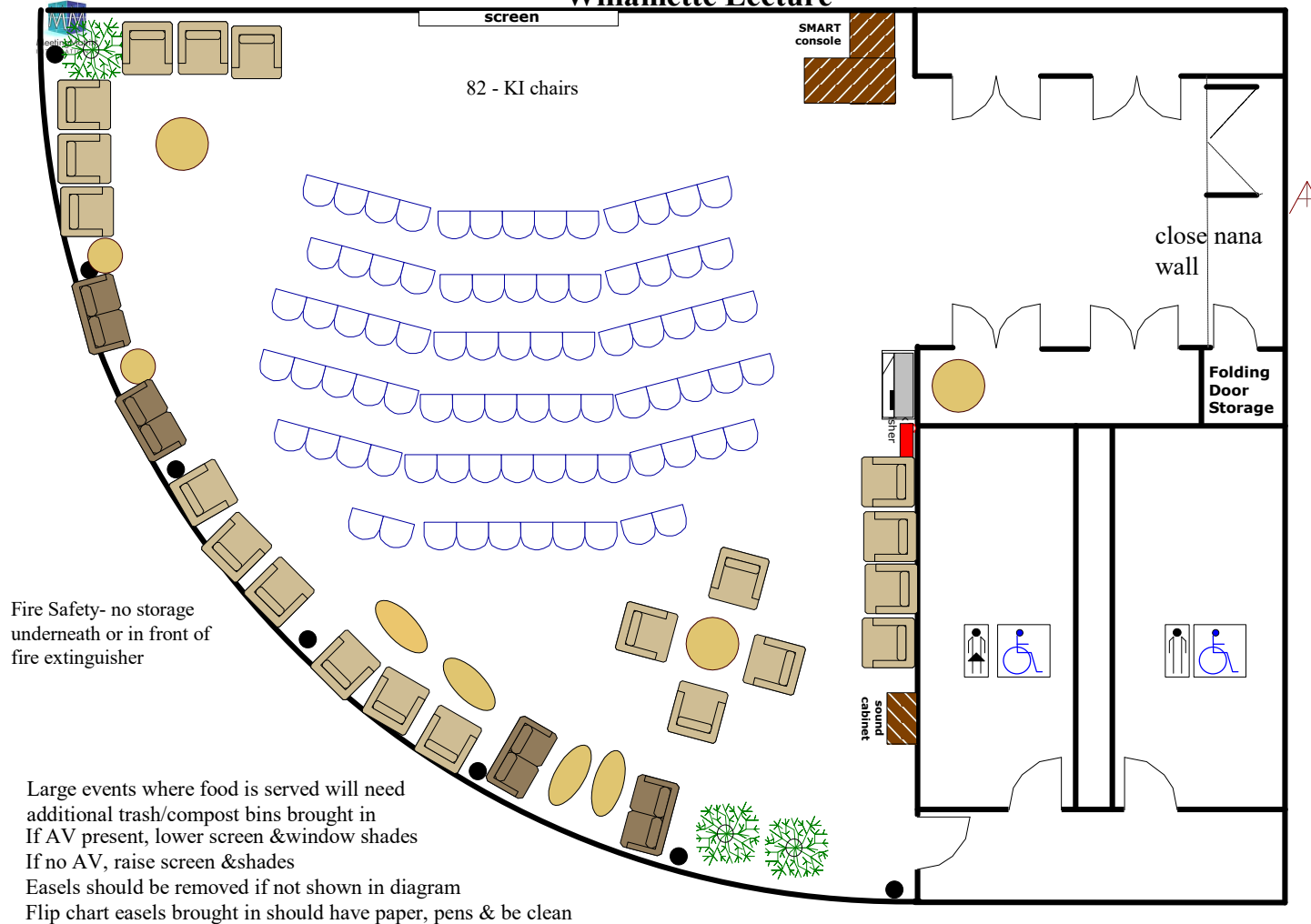


Willamette Lecture



Fire Safety- no storage underneath or in front of fire extinguisher

Large events where food is served will need additional trash/compost bins brought in
If AV present, lower screen & window shades
If no AV, raise screen & shades
Easels should be removed if not shown in diagram
Flip chart easels brought in should have paper, pens & be clean