

Let Barbara Light know if you are going to the Hillcrest House. Text at 541 944-4294

Kitchen

- Lights in the kitchen. Switches near oven, dishwasher and on back splash.
- **Two** bathrooms on the first floor – between the hall & kitchen & **outside on back patio.**
- Dining room table leaves are stored in slots in cupboard in refrigerator pantry opposite laundry. 1st tall cupboard to right.
- We use refrigerators & freezers, ovens, dishwasher & coffee maker in butler's pantry.
- Store HC house owned stuff on top of washer/dryer if you need to move it.
- Roping off the stairs – private area
- Big outside flood light on barn – switch in little side porch off kitchen – doesn't turn on immediately

Dining Room

- Lights in the dining room. Overhead & sconces (individually)
- To open dining room French doors? Don't unless you know how. Call **Terry Light if needed, 541 210- 6673.** Skeleton key, same as for door to back patio. If not in door, check atop cabinet by hall door. Lock, key & doors about 100 years old. Do not force doors.
- Electrical outlets – one by the door to back porch.
- Placing bars? Your choice – back porch or front porch
- Your choice on which entrance to use. Depends on weather or theme.
- Placement of dining room table, in middle of room or up against fireplace.
- Place extra chairs on back porch.

Living Room

- Lights in the living room are overhead & sconces (individually turn on).
- Electrical outlets – one near the corner
- Where is the thermostat? Hall between front porch & back porch. Do not put above 70°.
- Front door is a Dutch door and has locks on top & bottom.
- **Where is the electrical panel on the first floor? Hall Coat closet left (breakers) – for kitchen**
- To turn on the light in the coat closet, switch at base of bulb.
- Placing bar – corner of living room or outside on porch at corner. Your choice.

Basement Storage area – Do not leave any alcohol in storage! Attractive nuisance per insurance!

- Lights in the basement, top of stairs down from bathroom, post at bottom, & outside HC closet.
- 2 ways to get into the basement. From outside & inside through bathroom. **Always lock bathroom access to basement when finished with party.**
- Return things from away parties to HC closet in basement.
- Leaving plates out on porch – **1 day only** – responsibility of Party Chairmen to clear porch – put in basement or take to another location (your place).
- Ask people from previous party – what did you leave or visit basement to check inventory of supplies. Ask Supplies for help.
- Plates
- Wine Glasses
- Martini Glasses
- Other Glasses
- Coffee cups
- Cleaning supplies
- Towels & hot pads
- Tablecloths
- Pitchers
- Bar supplies in bar box
- Signage
- Décor
- Leftover water & soda
- Leftover mixers