Instructions:

1. Print out checklist (Green Tip: Reuse a piece of paper by printing on the back of it!)
2. Post checklist on the inside of your door until you are ready to leave
3. Complete the Checklist before you go
4. Enter the Raffle!

---

**Shutdown Checklist**

Post this checklist on the inside of your door as a reminder to complete the following before you go.

- [ ] Windows Shut and Locked
- [ ] Heat Turned Down
- [ ] Computer Equipment OFF
- [ ] TV and Electronics OFF
- [ ] Chargers and Small Appliances UNPLUGGED
- [ ] Power strip(s) OFF
- [ ] Lights OFF
- [ ] Trash and Recycling taken out
- [ ] Vacation Commenced!

---

**SHOW YOUR SUPPORT FOR ENERGY CONSERVATION!**
And win a cozy Harvard blanket!

**To Enter Raffle:**
Snap and Send a picture of your completed list with a thumbs up to greenhousing@harvard.edu
Subject Line: (Your Name) and (Bldg/Apt#)

Thanks for participating!
Happy Holidays!