



# Club Sports

## Event Checklist

### Appendix I

#### **Reserving Facility Space**

- ☐ Fill out Facility Request form and turn it in to the Club Sports Office 1105 in the Student Recreation Center
- ☐ Receive confirmation of approval
- ☐ Meet with Campus Recreation to discuss details of the event prior to making further arrangements

#### **Pre-Event Planning**

##### Visiting teams/participants

- ☐ Confirm event date(s)/start time(s)
- ☐ Confirm directions to event as well as parking information
- ☐ Confirm event time length
- ☐ Confirm travel time to/from event
- ☐ Confirm uniform colors in case of conflict
- ☐ Confirm availability of locker room or other facilities as necessary
- ☐ Forward waiver to all visiting participants and ensure completion and receipt prior to beginning of competition the day of the event

##### Referees/Officials arrangements

- ☐ Hire any necessary officials for event
- ☐ Arrange payment for officials
- ☐ Officials meet minimum qualifications for officiating event
- ☐ Confirm driving/parking directions for officials
- ☐ Confirm travel time for officials
- ☐ Confirm start time and duration of event
- ☐ Confirm availability of locker room or other facilities as necessary

##### Insurance

- ☐ Obtained proof of insurance if necessary for event

##### Equipment Setup

- ☐ Coordinate with Club Sports staff for time of set up of materials/equipment (day of or night before)
- \*\* Setup is the responsibility of the club

##### Finances/Registration

- ☐ Arrangements made for collection of entry fees before or at event
- ☐ Select volunteers to work registration table for participants/spectators
- ☐ Have money available to provide change for any type of transaction
- ☐ Receipts on hand to give to visiting teams/participants that give payment

### Merchandise and Awards

- ☐ Trophies, T-shirts, etc designed and made before event
- ☐ If selling merchandise, have change on hand for transactions

### Tournament bracket/format

- ☐ Bracket/format prepared and ready with all teams accounted for
- ☐ Send bracket/format out to all participants prior to the day of the event. Have copies available at event
- ☐ Create contingency plan in case of a withdrawal
- ☐ Confirm time for rest/meals between competition for participants

### Athletic Trainer/EMS

- ☐ Make arrangements with Club Sports staff well in advance

### Club Responsibilities

- ☐ Arrange for members to help supervise event, run scoreboards, scoreboard, clean up trash, etc
- ☐ Confirm event time and when members should arrive for set up
- ☐ Confirm event time length
- ☐ Confirm what uniform(s) to wear
- ☐ Confirm who is bringing what equipment if applicable
- ☐ Determine who is setting up beforehand and cleaning up after event

### **Media/Promotion**

- ☐ Develop flyers and receive approval from Campus Recreation and CSI. Upon receiving approval, post around campus in approved locations
- ☐ Contact Club Sports staff about advertising event on Campus Rec website and events calendar
- ☐ Develop game day programs w/rosters
- ☐ Promote via other sources (facebook, myspace, etc) and contact other parties as necessary (Montclarion, SGA, other student organizations, etc)

### **Day of Event Checklist**

- ☐ Set up is completed (including tables, chairs, goals, water coolers, etc)
- ☐ Review ground rules, facility guidelines, event format, etc with all participants
- ☐ Collect completed waiver from all participants
- ☐ Club enforces facility rules for both participants and spectators
- ☐ Club works with event staff, ensuring at least 2 club members are present at all times

### **Post Event Checklist**

- ☐ Club cleans up all trash
- ☐ Club takes down and returns all equipment
- ☐ Notify Club Sports staff of results and wrap up of the event
- ☐ Turn in visiting waiver forms to Club Sports Office 1105 as soon as possible after event
- ☐ Complete an event/tournament report and turn it in to the Club Sports Office 1105