



# 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