Facility Reservations & Hosting an Event | Checklist
Clarke Fieldhouse/MPF/Mangrum/Lower Fields

Reserving a Facility
☐ Make sure the proper facility is reserved. Facility Requests must be turned in no later than 2 weeks prior to event. It is recommended that requests are submitted with as much advance as possible to account for Pre-Event Set up (painting the fields, scheduling OPS)

Pre-Event Planning
☐ Visiting Teams/Participants
  ___ Confirm event start time(s)
  ___ Confirm driving directions to event, including parking information and travel time
  ___ Confirm event time length
  ___ Confirm uniform colors in case of conflict
  ___ Confirm directions to back up site in case of inclement weather (if applicable)
  ___ Confirm that visiting team does not need to use locker room. If locker rooms are needed, Team Sport Supervisor’s approval is required

☐ Contingency plan in case of inclement weather
  ___ Obtain back-up site and confirm directions to site for all parties (if applicable)

☐ Referee/Officials Arrangements
  ___ Payment arranged for officials
  ___ Officials meet minimum qualifications for officiating event
  ___ Confirm driving/parking directions for officials, as well as travel time
  ___ Confirm start time and duration of event

☐ Plans for equipment setup – at least 3 days prior to event
  ___ Coordinate with Sport Club Office the set-up of materials/equipment
    *Responsibility for set-up falls with the club
  ___ Prepared to line fields if weather does not permit Campus Recreation to do so, or if you have chosen to line them yourselves

☐ Insurance
  ___ Obtain proof of insurance if necessary

☐ Entry Fees (Tournaments)
  ___ Money available to provide change for any type of transaction
  ___ Receipts on hand to issue to visiting teams/participants that give payment

☐ Food served during event
  ___ 1 staff is required to have the food handler certification when food is being served

☐ Trophies, T-Shirts, etc. designed and made before the event
  ___ Obtain vendor approval to be able to sell merchandise (some fees may be required)
  ___ If selling apparel, have money to provide change
□ Tournament Bracket/Format
  __ Bracket/format prepared and ready with all teams accounted for
  __ Contingency plan ready in case team backs out or weather causes change
  __ Teams/participants ensured time for meals/rest in between competition

□ Athletic Trainer
  __ If needed, make arrangements with Sport Club Office at least 1 week prior to event
  __ Independent Contract completed by Athletic Trainer
  __ Confirm driving/parking directions for AT, as well as travel time
  __ Confirm start time and duration of event

□ Club considerations
  __ Arrangements to have club members help supervise events, run scoreboards, scorebook, keep trash picked up, etc.
  __ Confirm event start time and what time members should arrive
  __ Confirm event time length
  __ Confirm what uniform to wear
  __ Confirm who is bringing what equipment
  __ Arrange to have club stay after to clean-up facility and put equipment away

Media Promotion
□ Develop and post flyers/posters for advertising event
□ Notify SC Office to submit to Weekly Announcements, Cougar Chronicle
□ Develop advertisement information for Sport Club web site
□ Promote via website (social media)

Day of Event Checklist
□ Set-up is complete (tables, goals, water coolers, etc.)
□ Day-of Event-meeting: discuss ground rules, facility guidelines, event format, get visiting consents
□ Officers collect completed group-waiver from visiting team
□ Officers collect completed indemnification form from Officials/Referees/Athletic Trainers
□ Club works together to enforce facility rules for both participants and spectators
□ Club works together to staff event, with at least two club members always present

Post Event Checklist
□ Club works together to clean up facility
□ Club takes down all equipment and puts it away
□ Collect jerseys, uniforms, equipment from members as necessary
□ Notify Sport Club Office of results from event
□ Turn in visiting team consent form(s) to Sport Club Office