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