



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