

Home Event Checklist

Setting Up a Competition:

<input type="checkbox"/>	Determine best Days/Times to host competition	Preferred Days/Times:
<input type="checkbox"/>	Determine desired space and facility needs	Preferred Facility:

Will staffing be necessary or required for this event?

<input type="checkbox"/>	Ambulance	
<input type="checkbox"/>	Student Staff	
<input type="checkbox"/>	Lifeguards	

Team Members needed to assist with:

<input type="checkbox"/>	Set-Up	Number of team members, expected time to help:
<input type="checkbox"/>	Running the Event	Number of team members, expected time to help:
<input type="checkbox"/>	Point Person for communications before, during, and after the event	Contact Information (Cell, email):
<input type="checkbox"/>	Clean-Up	Number of team members, expected time to help:

Officials

<input type="checkbox"/>	Officials are necessary for competition/Tournament	How many? When?
<input type="checkbox"/>	Review Reference Guide on How to Pay an Official	

Food/Catering

<input type="checkbox"/>	We will provide Officials with food for the event	Number of meals:
<input type="checkbox"/>	We will provide our team with food for the event	Number of meals:
<input type="checkbox"/>	We will provide all participants with food for the event	Number of meals:
<input type="checkbox"/>	We would like to sell food at our event	Team must contact Sport Club Office before making any arrangements for selling food

SPORT CLUBS
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Equipment for Event:

<input type="checkbox"/>	Tables	How many?
<input type="checkbox"/>	Chairs	How many?
<input type="checkbox"/>	Cones	How many?
<input type="checkbox"/>	Water Coolers	How many?
<input type="checkbox"/>	Competition Equipment (Ex. Balls, cones, scoring equipment)	

Budget for Event:

<input type="checkbox"/>	Ambulance Coverage (If Applicable):	Estimated Cost:
<input type="checkbox"/>	Lifeguard Coverage (If Applicable):	Estimated Cost:
<input type="checkbox"/>	Equipment Rental from Building Services:	Estimated Cost:
<input type="checkbox"/>	Equipment Rental from Media Services:	Estimated Cost:
<input type="checkbox"/>	Equipment Purchases:	Estimated Cost:
<input type="checkbox"/>	Awards:	Estimated Cost:
<input type="checkbox"/>	Food Costs:	Number of Meals: Cost per Meal/Total Cost:

Requesting and Hosting Event

<input type="checkbox"/>	Review Home Event Safety Protocols	
<input type="checkbox"/>	Request Home Event through Event Request Form	
<input type="checkbox"/>	Contact Assistant Director for Sport Clubs to set up a meeting to discuss event	