

## Facility Reservations & Hosting an Event | Outdoor Events Checklist

### Reserving a Facility

Make sure the proper facility is reserved. Facility Requests must be turned in **no later** no later than 2 weeks prior to event. It is recommended that requests are submitted with as much advance as possible.

### 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 directions to back-up site in case of inclement weather (if applicable)
  - Confirm uniform colors in case of conflict
- 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 – day of or night before 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
- Arrangements made for collecting entry fees either before or after event
  - Money available to provide change for any type of transaction
  - Receipts on hand to issue to visiting teams/participants that give payment
- 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 well in advance
  
- Your 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 complex and put equipment away

#### Media Promotion

- Develop and post flyers/posters for advertising event
- Notify FSView about event
- Develop advertisement information for Sport Club web site
- Promote via other web means (facebook, Blackboard, etc.)
- Notify Tallahassee Democrat about event

#### Day of Event Checklist

- Set-up is complete (tables, goals, water coolers, etc.)
- Beginning meeting for: ground rules, facility guidelines, event format, get visiting consents
- 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 complex
- Club takes down all equipment and puts it away
- Collect jerseys, uniforms, equipment from members as necessary
- Obtain approval from Sport Club Supervisor that they are finished
- Notify Sport Club Office of results from event
- Turn in visiting team consent form(s) to Sport Club Office or supervisor on duty