

**FSU**  **Campus Recreation**  
**SPORT CLUB COUNCIL** **Checklist for holding events in Tully Gym**

Reserving Tully

- Check Tully availability online at the fsu.campusrec.com website
- Complete Tully Gym Facility Request Form for requested date and turn in to Sport Club office
- Receive email confirmation of request

**\*\*Note\*\*** Priority Request Deadlines for reservations are as follows:

Fall - Aug. 1st, Spring - Nov. 1st, Summer - Mar. 1st

Info for Facility Request Form

- Hours of reservation, including arrival time, set up, and possible extensions in time
- Number of courts needed & nature of the event
- Locker rooms needed (if necessary)
- Number of expected teams, participants, & spectators
- Equipment needed & quantity of each  
Ex.- tables & chairs, mats, volleyball setups, scoreboards, goals up/down  
water coolers, bleachers, etc

Pre-Event Planning

- Visiting teams/participants
  - \_\_\_ Confirm event start time(s)
  - \_\_\_ Confirm driving directions to event, including parking info
  - \_\_\_ Confirm event time length
  - \_\_\_ Confirm travel time to event
  - \_\_\_ Confirm uniform colors in case of conflict
- Referee/Officials arrangements
  - \_\_\_ Payment arranged for officials
  - \_\_\_ Officials meet minimum qualifications for officiating event
  - \_\_\_ Confirm driving/parking directions for officials
  - \_\_\_ Confirm travel time for officials
  - \_\_\_ Confirm start time & duration of event
- Insurance
  - \_\_\_ Obtained proof of insurance if necessary for event
- Plans for equipment setup - day of or night before
  - \_\_\_ Coordinate with Sport Club office set up of materials/equipment  
\*Responsibility for set up falls with the club
- 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, Tshirts, etc designed & made before event

- \_\_\_ 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 event, run scoreboards, scorebook, keep trash picked up, etc.
  - \_\_\_ Confirm event start time & 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 & put equipment away

#### Media/Promotion

- Develop and post fliers/posters advertising event
- Contact FSView about event (info)
- Develop game day programs w/rosters, etc
- Develop ad info for sport club website
- Promote via other web means (facebook, myspace, blackboard, etc)
- Contact Tallahassee Democrat about event

#### Day of Event Checklist

- Set up is complete (tables, goals, nets, 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 trash
- 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 from(s) to sport club office or supervisor on duty