

Facility Reservations & Hosting an Event | Tully Gym 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 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 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*
- 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