Event Game Plan

Game plans must be submitted to the Program and Recreation Coordinator for all competitions, tournaments and special events at least four weeks prior to the event accompanied by a Form 81. If any assistance is required to complete your game plan, please contact the CSP Student Manager/ it is advisable that a comprehensive game plan is created for all competitions for the quarter, changing dates and facilities requested as future competitions are proposed.

INTRODUCTION

What are you proposing (League/Pre-Season Competition, Championship Game, Tournament, Scrimmage, or Special Event?): _____

Date: _____

Where: _____

Who will be there?

Prospective Teams	Contact Name	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TIMELINE & TOURNAMENT SET-UP

What is the format of the tournament or event? (Single elimination….):_____

Game Schedule (including warm-ups, set-ups, etc)

Date and Time	Location	Activity

Are you charging an entrance fee? Yes___ No____ If yes, Amount $_____

PERSONNEL

What personnel will your team provide? _____

What additional personnel does your team need to acquire? (Check all that apply and how many are needed)

_____ Campus Security

_____ Athletic Trainers

_____EMT

_____Course Marshalls

_____ Police

_____ Ambulance Personnel

FACILITY SET-UP & CLEAN-UP REQUIREMENTS

For field sports: Who will paint the field_____ When? _____

What needs to be set-up? _____ When? _____

By Whom_____

Who will clean up? _____

_____

_____

Facility Reserved? Yes_____ No_____

EQUIPMENT

What equipment will your team provide and what are you requesting from Club Sports?

_____
_____
_____
_____
_____
_____

How will the equipment get to/from the facility? _____

Draw a map/layout of the event and where all equipment will be placed and where spectators will be located (attach separately)

Is the equipment reserved with Club Sports? _____Yes _____No

COMMUNICATION

Contact visiting teams by phone, email or fax and let them know:

*Directions and Maps

*Facility policies and procedures

*Parking information