



## Club Sport Event Game Plan

Game plans must be submitted to the Assistant Director for all competitions, tournaments and special events at least two weeks prior to the event. If any assistance is required to complete your game plan, please contact the Assistant Director.

Type of Event (League/Pre-Season Competition, Championship Game, Tournament, Scrimmage, or Special Event?):

\_\_\_\_\_

Date(s): \_\_\_\_\_

Proposed Location(s): \_\_\_\_\_

Who will be there?

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

### TIMELINE & TOURNAMENT SET-UP

**\*Note: If this is for a multi-day tournament, please include all days of tournament for the following questions. Also, please submit a final tournament schedule at least two days before the start of the tournament.**

What is the format of the tournament or event? (Single elimination, etc): \_\_\_\_\_

What time will the event start (include all days of event): \_\_\_\_\_

What time will set-up begin: \_\_\_\_\_ What time will clean-up begin: \_\_\_\_\_

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  
\_\_\_\_\_ Course Marshalls      Athletic Trainers      \_\_\_\_\_  
\_\_\_\_\_ Police      \_\_\_\_\_ EMT  
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**

Will the team need a grill? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the team need a PA system? Yes \_\_\_\_\_ No \_\_\_\_\_

Who will contact Student Activities to reserve the grill and/or PA system?  
\_\_\_\_\_

**TRANSPORTATION**

Will the team need the van(s) for the special event? Yes \_\_\_\_\_ No \_\_\_\_\_

Who will contact the Assistant Director to reserve the van(s)?  
\_\_\_\_\_

**COMMUNICATION**

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

- \*Directions and Maps
- \*Facility policies and procedures
- \*Parking information

