



Home Event Planning Form

2018 - 2019

SPORT: _____ DATE OF EVENT: _____

LOCATION: _____

NAME OF EVENT: _____

HAVE YOU RESERVED THE FACILITY YET? _____

ARE REFEREES/OFFICIALS SCHEDULED? IF YES, HOW MANY? _____

HAVE YOU TALKED WITH THE OTHER TEAM RECENTLY AND DO THEY KNOW WHERE TO GO? _____

WHO WILL BE AT THE EVENT THROUGHOUT THE ENTIRITY? _____

**at least one person from your club needs to be present throughout the entire time your event is being held*

	Men's	Women's	Co-Ed	TOTAL
Games to be Played:				

CIRCLE WHAT TYPES OF THINGS YOU WILL NEED FOR YOUR EVENT:

Score board (Electronic / Manual)

Cones

Table

Chairs

Stopwatch

Blow Horn

Padding/Safety Mats

Bleachers

Benches

Water Cooler

Trash bags/Containers

Lighting (if outside)

Unlocked bathrooms/Locker rooms

Scorekeeper

ANYTHING NOT LISTED YOU MAY NEED: _____

WHAT DO YOU NEED HELP WITH OR NEED SPECIFICALLY FROM EITHER BRANDON OR JAY?
