UW-Whitewater Club Sports
Home Event Planning Form

Please turn this form in at least two weeks PRIOR to your event. This will allow administrative staff enough time to assist with facility, equipment and staffing plans.

Club Name:__________________________________________________

Club Contact for Event:__________________________________________
At least one club representative MUST be present throughout the entire event

Name of Event:__________________________________________________

Date(s) of Event:________________________________________________

Event Times (specify AM/PM): Start: _______________ End: _______________
Time should NOT include set-up/take-down

Location:______________________________________________________

Anticipated Opponents:__________________________________________

Has your facility reservation request been confirmed? □ YES □ NO

Do opponents know where to go and where to park? □ YES □ NO

We would like to request an athletic trainer: □ YES □ NO
Athletic trainer availability is not guaranteed

Are contest referees/officials needed and scheduled? □ YES □ NO
If yes, remember officials cannot be paid in-advance and a Payment to Individual Report is needed
Officials may also need to fill out tax information if working for the first time within a calendar year

Number of Total Contests: ____________________

Additional Items Requested for Event (select all that apply; listed alphabetically)
Please be advised equipment is reserved on a first-come, first-serve basis and availability may not be guaranteed

☐ Air Horn ☐ Benches ☐ Corner Flags
☐ Chairs (number): _____ ☐ Cones (number): _____ ☐ Locker Room/Changing Area
☐ Garbage Receptacles ☐ Corner Flags ☐ Pinnies (i.e. jerseys)
☐ Padding/Safety Mats ☐ Lighting (if outside) ☐ Restrooms
☐ Police Walk-Through ☐ Parking Permits ☐ Stopwatches (number): _____
☐ Scoreboard(s) ☐ Pop-Up Tent ☐ Water Bottles (up to 12)
☐ Tables (number): _____ ☐ Scorekeeper(s) ☐ Water Coolers (up to 2)
☐ Water Coolers (up to 2) ☐ Towels (up to 10) ☐ Access to Storage - please specify here: ____________________________________________
☐ Other - please specify here: ____________________________________________________________________

Is there anything else your club may need? What can Club Sports administrative staff help with?
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

FOR OFFICE USE ONLY

RECEIVED BY – INITIALS ___________________________ DATE RECEIVED ___________________________