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: _________________________________________________

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

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

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 ____________________