



Sport Clubs Federation

Event Expectations, Checklist and Evaluation – Section II & Section III

Every special event has a variety of unique programming and facility issues that must be prepared prior to the event. Additionally, the appropriate individuals must be informed of the issues. This checklist is a guide to assist you in keeping track of planning efforts prior, during and after the event.

Day of the Event

1. Be sure to leave the facility the way you found it.
2. Abide by all facility rules (eating/drinking in the Lounge Area or Room 205, no alcohol, water-only facility)
3. Using the Recreational Center, or its' field, is a **privilege – not a right.**
4. **Communicate** any minor or major changes to the event with the appropriate staff member. Failure to do so could jeopardize the future of the club.

Checklist

**must have approval*

1. Event Programming Needs
 - *Solicitation for event sponsorships: _____
 - *Use of vendors (food, apparel): _____
 - *Advertising (banners, flyers, brochures, posters): _____
 - *Marketing (Daily Toreador, city newspaper, campus resources): _____
 - Contact hotels (host hotel, reserved blocks): _____
 - Schedule certified judges/officials: _____
 - Distribute visiting team guides: _____
 - Participant or spectator identification (wristbands and ID badges): _____
 - Captains' list with cell phones and hotel rooms: _____
 - Event Schedule: _____
 - Other needs: _____

2. Event Facility Needs
 - Assign a club member to pre-event set-up and coordination: _____
 - Assign a club member to handle registration and information on-site: _____
 - Inspect facility prior to event: _____
 - *Signage (on and off campus): _____
 - Directions to facilities: _____
 - Equipment inventory: _____
 - Facility preparation (field lining, floor tape): _____
 - Facility needs (tables, chairs, tents, bleachers): _____
 - Aware of the Emergency Action Plan: _____



3. Scheduled Planning Meetings

- Three months prior – request permission
- One month prior – provide updates and a breakdown of responsibilities
- One week prior – last minute updates

4. During the Event

- Assign a club member to event detail: _____
- Assign a club member to crowd control: _____
- Check and refill ice and water: _____
- Walk around facility and pick up trash: _____
- Maintain contact throughout event with Assistant Director: _____

5. After the Event

- Pick up all trash and throw away in dumpster behind/in front of the Recreational Center
- Return all equipment to where it was taken from: _____
- Insure all money is collected and accounted: _____
- Turn in post event evaluation to the Assistant Director: _____
- Send thank you letters/cards to any officials, judged, personnel, volunteer staff: _____
- **Submit all funds collected to the Assistant Director within 48 hours of the completion of the event**



Special Event Evaluation Form

1. Overall, was the event successful or unsuccessful? Where are you basing your opinion (participation, profit, etc.)? Are there any major items that directly contributed to the success of the event?

2. What can be done in the future to improve the event? Are there any suggestions for future officers or event planners?

3. Were there any unforeseen circumstances that affected the event, including unforeseen risks or costs?

4. In your opinion, should the club continue to hold this event in the future?

5. In your opinion are there any suggestions you may have for the Assistant Director to consider? This will help improve the quality of any future events that have a need for “game-day” support or pre-event planning.

6. Additional comments

