

Section 8 | Facility Reservations & Hosting an Event

Recent policy changes will appear in highlighted and italicized font.

QUICK TIPS

What type of request am I making?

1. Meeting Space Request
 - Request for a one-time meeting at a Recreational Services facility.
2. Competition Space Request
 - Request for a one-time game, tournament, or competition at a Recreational Services facility.
3. Recurring Practice Space Request
 - Request for recurring practice time at a Recreational Services facility.
4. One-Time Practice Space Request
 - Request for a one-time practice at a Recreational Services facility which may be in addition to any recurring practices already scheduled.

What facilities are available for use from Recreational Services?

1. Outdoor Facilities
 - Hawkeye Recreation Fields (HRF)
 - Hawkeye Softball Complex (HSC)
 - Hawkeye Rugby Fields
2. Indoor Facilities
 - Field House
 - Hawkeye Tennis & Recreation Complex
 - Campus Recreation and Wellness Center

What needs to be turned in to make a facility request?

1. Meeting Space Request
 - Facility Request Form
2. Competition Space Request
 - Facility Request Form
3. One-Time Practice Request
 - Facility Request Form
4. Recurring Practice Space Request
 - Sport Club Practice Request Form

Where do I find the forms to make reservations?

Forms can be found under “Forms” on the [Sport Club Engage Page](#).

When do I need to turn in the paperwork?

Facility Request Forms are due a minimum of two weeks before the requested date for consideration. Facility Request Forms submitted within two weeks of the requested date may not be considered. Reservations are generally made on a first-come, first-served basis. Sport Clubs are encouraged to turn in requests as one of the first steps of planning their events. *NOTE: While the Facility Request Form is due two weeks before the event date, for sport club events, a Sport Club Event Request is due three weeks before the competition and an approved Facility Request Form is needed prior to submitting a Sport Club Event Request.*

Recurring Practice Space Requests are due by the designated deadlines each period, for the following period. Deadlines will be communicated by the Sport Programs Office throughout each semester.

What do I need to do to host an event?

To host an event, many tasks need to be handled. A checklist for holding an event is included in the "How-To" portion of this section.

Can my club provide food/beverages at our events?

Yes, but a food license may need to be obtained depending on the event details. Johnson County Public Health should be contacted for more guidance as their regulations will need followed.

Can my club request to use Athletics facilities?

Sport Clubs can request to use facilities overseen by the Athletic Department; however, the percentage of approved requests is much lower than Recreational Services facilities. To request use of an Athletics facility, complete the Facility Request Form.

How do I reserve non-Recreational Services or non-Athletics facility space on campus?

To reserve space on campus that is not overseen by Recreational Services nor Athletics, visit one of the following webpages:

- IMU Meeting Rooms: imu.uiowa.edu/event-services/meetings/
- Banquet/Ballroom Spaces: imu.uiowa.edu/event-services/spaces/
- Outdoor Spaces: imu.uiowa.edu/event-services/outdoor-spaces/

What do I need to do to pay officials/referees or event staff?

Officials and event staff will need to complete both a W9 and an Official Payment Request Form prior to working the event. A club officer will then need to upload those documents into the Post-Event Form after the event.

Facility Reservations & Hosting an Event | Definitions & Policies

Different Types of Facility Requests

Meeting Space Request

A Meeting Space Request is a request made with the intent to have a non-recurring club meeting at that facility. Examples include hosting a clinic or social gathering. These requests are made in classrooms or meeting rooms.

Competition Space Request

A Competition Space Request is a request made with the intent to host a one-time event at that facility. Examples include hosting a tournament or game. These requests are typically made for weekends as regular Recreational Services programming takes place during the week.

One-Time Practice Space Request

A One-Time Practice Space Request is a request made with the intent to host a one-time practice at that facility. These requests are typically made in addition to any recurring practices that have already been scheduled.

Recurring Practice Space Request

A Recurring Practice Space Request is a request for a Recreational Services facility space used for regular, recurring practice times. The Recreational Services facilities included in this process are the Field House, Hawkeye Tennis & Recreation Complex, Campus Recreation and Wellness Center, Hawkeye Recreation Fields, Hawkeye Softball Complex, and Hawkeye Rugby Fields. Practice schedules are made at the beginning of each semester/session - Fall, Spring and Summer - and continue throughout that term. Practice schedules for some facilities may be adjusted mid-semester due to changes in weather or other Recreational Services programming.

Recreational Services Facilities

Field House

The Field House is the home to the Sport Programs Office, and spaces within the Field House are utilized by many clubs. This facility consists of a variety of activity rooms, 16 racquetball courts, 8 basketball and volleyball courts, 5 badminton courts, as well as an Olympic Weightlifting room.

Hawkeye Tennis and Recreation Complex

The Hawkeye Tennis and Recreation Complex is located out on West/Hawkeye Campus. The HTRC consists of eight indoor tennis courts, 12 outdoor tennis courts, an indoor AstroTurf space (Hawkeye Turf), and a sport turf activity space the size of a football field (Iowa Turf). The Iowa Turf hosts many Sport Club practices and events, as it is large enough to fit an entire regulation soccer match. This space is shared with other Recreational Services programming, Intercollegiate Athletics, and outside rentals.

Campus Recreation and Wellness Center

The Campus Recreation and Wellness Center is the flagship facility of Recreational Services. It is home to an Olympic-sized swimming pool, a diving well, three basketball courts (one being a multi-activity court), three activity rooms, and an extensive amount of cardio and strength-training space.

Hawkeye Recreation Fields

The Hawkeye Recreation Fields facility is located on West/Hawkeye campus and consists of four sand volleyball courts, seven Flag Football/Ultimate-sized fields, and five regulation soccer fields. *Half of the fields are synthetic turf while the other half are natural grass.* This facility is home to Sport Club practices, Intramural Sports programming, outside rentals, and drop-in use. The HRF is open from *late-March* through late-October, depending on weather conditions.

Hawkeye Softball Complex

The Hawkeye Softball Complex is located on West/Hawkeye campus and consists of three recreation softball fields and one intercollegiate fastpitch softball field. This facility is home to Sport Club practices, Intramural Sports programming, outside rentals, and Iowa Softball. This facility is available only by reservation.

Hawkeye Rugby Fields

The Hawkeye Rugby Fields are located on West/Hawkeye campus. This facility consists of two rugby pitches and one cricket pitch.

Facility Use

Meeting Space Request

Sport Clubs can request facility reservations for the hosting of a meeting through Recreational Services and the Sport Club Program. To request to reserve a facility, clubs must submit a Facility Request Form on the [Sport Club Engage Page](#) at least two weeks in advance of the desired event. A request submitted less than two weeks in advance may not be considered. All standard facility policies apply for special events. Arrangements for participation by non-club members must be made with Recreational Services staff prior to the event and adhere to Sport Club Program policies.

Competition Space Requests

Sport Clubs can request facility reservations for the hosting of a competition through Recreational Services and the Sport Club Program. To request to reserve a facility, clubs must submit a Facility Request Form on the [Sport Club Engage Page](#) at least two weeks in advance of the desired event. A request submitted less than two weeks in advance may not be considered. All standard facility policies apply for special events. Arrangements for participation by non-club members must be made with Recreational Services staff prior to the event and adhere to Sport Club Program policies. *NOTE: While the Facility Request Form is due two weeks before the event date, for sport club events, a Sport Club Event Request is due three weeks before the competition and an approved Facility Request Form is needed prior to submitting a Sport Club Event Request.*

In addition to providing space for a Sport Club event, Sport Programs will generally provide a Sport Programs Supervisor for competitions that are within Recreational Services facilities. The Sport Programs Supervisor can assist with set-up and tear down as necessary, communication between the club officers and the Facility Supervisor, and Risk Management duties.

When hosting competitions, clubs are required to submit a Post-Event Form. The Post Event Form can be found under “Forms” on the Sport Clubs home page on Engage.

One-Time Practice Space

Sport Clubs can request practice facility space on a one-time basis through Recreational Services and the Sport Club Program. To request a facility for a one-time practice, clubs must submit a Facility Request Form on the [Sport Club Engage Page](#) at least two weeks in advance of the desired event. A request submitted less than two weeks in advance may not be considered. Clubs must make use of their allotted practice space once it is scheduled to them, and not disrupt or interfere with activities taking place prior to, and after, their scheduled practice time. In all facilities, a limit may be placed on the number of regular weekly or monthly practice sessions scheduled to accommodate as many groups as possible with a practice schedule of reasonable frequency.

Recurring Practice Space

Sport Clubs can request practice facility space on a recurring basis through Recreational Services and the Sport Club Program. Recurring practice schedules for all Recreational Services facilities are determined at the beginning of each semester for all clubs turning in Practice Schedule Request Forms. Additional schedules will be made as weather seasons change. Scheduling for Sport Clubs is based on the previous semester's Sport Club Program point standings and facility availability. Clubs must make use of their allotted practice space once it is scheduled to them, and not disrupt or interfere with activities taking place prior to, and after, their scheduled practice time. In all facilities, a limit may be placed on the number of regular weekly or monthly practice sessions scheduled to accommodate as many groups as possible with a practice schedule of reasonable frequency.

Providing Food/Beverages

Providing food to anyone outside of your club at a Sport Club event (tournament, game, recruitment event, etc.) will likely require a temporary food establishment license from Johnson County Public Health, however, there are many factors that go into determining what is required. For more information on requirements in the State of Iowa, enforced by Johnson County Public Health, please visit:

- [Iowa Department of Inspections & Appeals – Temporary Food Establishments and Events](#)
- [Iowa Food Safety Task Force – Temporary Event Food Stands](#)

For specific information on your event, and to get even more guidance on how to obtain the proper license, contact Johnson County Public Health by completing the form found [here](#). Explain what your organization is, what your event is, and what you would like to do in terms of providing and/or selling food or beverage. They will help guide you as to what you need to complete. This process should be started at least two months in advance of your event.

A license is not required to provide food to club members at a club meeting.

Facility Reservations & Hosting an Event | Athletic Trainers

Athletic Trainers

Recreational Services and Iowa Sports Medicine work together to fill athletic training needs for sport clubs. Athletic Trainers from Sports Medicine will always be utilized first over other athletic training providers. If Sports Medicine is unable to provide an Athletic Trainer for any contest(s), the club may then attempt to find an alternative provider.

How do I request an Athletic Trainer for my club's event?

Reserving Athletic Trainers is managed by the Sport Programs Office and does not need to be requested. Events not scheduled at least two weeks out may not be provided with an Athletic Trainer and the club may not be able to host the event as a result. In cases that *Sports Medicine* cannot provide an Athletic Trainer and if that club's governing body requires the host to provide an Athletic Trainer, the club should contact its Assistant Director.

How do I pay for the Athletic Trainer who attended my club's event?

Sports Medicine bills Recreational Services for all services provided. The Sport Programs Office will then bill each club who was provided services based on the total number of service hours. *Sports Medicine* charges \$40.00/hour for each Athletic Trainer contracted. This money will be withdrawn from the club's account. Clubs will be billed for service hours of an Athletic Trainer if the event was cancelled or moved off-campus without 24 hours' notice to the Sport Programs Professional Staff.

Facility Reservations & Hosting an Event | Paying Event Personnel and Officials

Event Personnel

Some common individuals that are paid to work sport club home competitions or events are officials/referees, judges, and guest speakers. All event personnel that are owed payment must be paid through the club's account and not with cash.

Paying Event Personnel

Below are the steps to pay event personnel:

1. *Submit a Sport Club Event Request for the event and wait for approval.*
2. Upon approval and prior to the event, download and print the Officials Payment Request Form(s). This form is found under "Financial and Payment Forms" which is under "View All Documents" on the [Sport Club Engage Page](#). Print one for each official.
3. Upon approval and prior to the event, download and print the Federal W-9 Form(s). This form is found under "Financial and Payment Forms" which is under "View All Documents" on the [Sport Club Engage Page](#). Print one for each official.
4. Upon arrival at the event, have each official complete and sign the Officials Payment Request Form and the W-9.
5. The club treasurer should then sign the Officials Payment Request Form(s) and make sure all information is completed.
6. After the event, upload the Officials Payment Request Form(s) and W-9 Form(s) within the Post-Event Form. Upon receiving the submission, the club's Assistant Director will review and sign the form before sending the information to the University Shared Services Office for payment.
7. It generally will take 4-6 weeks for the individuals to receive the payment in the mail. Submitting properly completed paperwork ahead of time will expedite the payment process.
 - a. *If the individual is a University of Iowa employee, the payment will be deposited into their account at the end of the month with taxes taken out.*

Example of a Properly Completed Officials Payment Form

IOWA

Recreational Services

SPORT CLUBS – SERVICES eVOUCHER PAYMENT REQUEST

TO SUBMIT PAYMENT REQUEST:

1. Attach a completed W-9 (US Citizen), or W-8BEN (Non-US Citizen).
2. Once all sections are completed, return to the Sport Programs Office (Field House, Room E216)

CONTACT INFORMATION

Name: Jeff Smith	
Address: 1234 Hawkeye Drive	
City, State, Zip: Iowa City, IA 52242	
Phone: (319) 123-4567	Email: iowahawkeyes@uiowa.edu
Social Security # (Required by IRS) 123-45-6789	

PAYMENT DETAILS

Name of Sport Club for which services were provided: Men's Basketball Club

Description of Service Officiated 6 basketball games
Items that are routinely paid for using a services eVoucher are: • Officials • Guest Speaker

Dates of Service: 10/21/2022 to 10/21/2022

Amount to be paid: \$150.00

Check to provide at event. Contact to notify when check is ready:
Name: _____ Phone: _____

NOTE: This option is only possible if completed documents are submitted at least two weeks prior to event.

PAYEE TYPE

Please check the following that apply:

- UI Student
- Relative of a Recreational Services Employee; _____
- UI Part-time Employee
- UI Full-time Employee; Supervisor's Name _____
- Employee of State of Iowa Agency (examples include Regent Institution, Iowa DOT)

SIGNATURES

Independent Contractor Signature: Tommy Schorer Date: 10/21/2022

Signature of Club Officer: John Smith Date: 10/22/2022

Signature of Assistant Director of Sport Programs Matthew Schaefer Date 10/23/2022

Facility Reservations & Hosting an Event | Club Expectations

Expectations When Using University Facilities

1. Anytime a club has reserved a facility, for practice or a special event, the facility must be utilized.
 - If a club will not be using a scheduled practice space, to avoid a \$50 fine, the club must notify the Sport Programs Office of their practice cancellation no less than three business hours prior to the scheduled start time of a practice for weekday practices. Business hours are considered 8:00 a.m. – 5:00 p.m. Monday through Friday. For weekend practices, notification must be received by 10:00 a.m. the day of the practice. *Notification must be done by completing the [Sport Club Practice Cancellation Form](#) found on the [Sport Club Webpage](#).*
 - If a club will not be using a facility space reserved for a special event (game, competition, etc.), to avoid a \$100 fine, the club must notify the Sport Programs Office of their reservation cancellation no less than 24 hours prior to the scheduled start of the reservation. *Notification must be done by completing the [Sport Club Practice Cancellation Form](#) found on the [Sport Club Webpage](#).*
 - Clubs that utilize the CRWC Natatorium that need to cancel a practice/event scheduled in the CRWC Natatorium must notify the Sport Programs Office at least 48 hours in advance of the practice/event start time to avoid paying the staff fees for the scheduled practice(s). *Notification must be done by completing the [Sport Club Practice Cancellation Form](#) found on the [Sport Club Webpage](#).*
 - The Sport Programs Staff reserves the right to waive the facility cancellation fine due to extenuating circumstances.
2. Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures, i.e., leaving debris or equipment in a facility) as well as inappropriate conduct and actions while participating in any Sport Club related activity, will jeopardize the club's continued status as a member of the Sport Club Program.
3. A Safety Officer is required at all Sport Club practices and events.
4. Any club using a facility is obligated to clean up after the activity. Fines can be assessed for failure to clean the facility.
5. Facility Supervisors are responsible for Recreational Services facilities. They have the authority to deny unauthorized persons or persons abusing facilities or equipment access to the facility.
6. Alcoholic beverages and other illegal substances are not permitted in or at Recreational Services facilities.
7. It is the club's responsibility to monitor all club events (including the actions of spectators) to ensure that alcoholic beverages or other food and drink (if not allowed) are not on site.
8. Activity will be delayed until the problem is corrected and may be canceled if the situation is not addressed appropriately and in a timely manner.
9. Clubs must follow all guidelines issued by each facility that they use. For example, the clubs that use the Hawkeye Tennis and Recreation Complex Iowa Turf must follow all guidelines set forth by the HTRC staff.

10. Any club member entering a Recreational Services facility must have a Recreational Services membership or pay the daily walk-in fee (\$10) unless other arrangements have been made with Recreational Services to grant access.

Facility Reservations & Hosting an Event | How to Request Facility Space

What is the process of requesting reservation of a facility?

Meeting Space Request

1. Determine the date(s) for which you would like to reserve the facility.
2. Determine what the event is for which you would like to reserve the facility. Be prepared to share details of the proposed event when completing the Facility Request Form.
3. Complete the Facility Request Form. This form can be found under “Forms” on the [Sport Club Engage Page](#)

Competition Space Request

1. Determine the date(s) for which you would like to reserve the facility.
2. Be prepared to share details of the proposed event when completing the Facility Request Form.
3. Complete the Facility Request Form. This form can be found under “Forms” on the [Sport Club Engage Page](#).

One-Time Practice Space Request

1. Determine the date(s) for which you would like to reserve the facility.
2. Be prepared to share details of the proposed practice when completing the Facility Request Form.
3. Complete the Facility Request Form. This form can be found under “Forms” on the [Sport Club Engage Page](#).

Recurring Practice Space Request

1. Complete the Sport Club Practice Schedule Request Form by the designated deadline. Details of the form and deadlines will be made known to officers throughout the year.

What Happens After I Submit the Required Forms to the Sport Club Office?

Meeting Space Request

After the Facility Request Form is submitted on Engage, the form is reviewed by the Associate Director of Sport Programs. If the form is completed correctly, the Associate Director of Sport Programs will pass the form along to the appropriate Recreational Services staff member to check space availability. If the form is not completed correctly, it will be returned to the person that submitted the form for revisions, before being passed along to the appropriate facility manager for Recreational Services.

After the Associate Director of Sport Programs has checked with the appropriate staff member regarding the reservation request, the request will be either approved or denied. If approved, the

club's assigned Assistant Director may contact the club representative if more information regarding the event is needed.

Competition Space Request

After the Facility Request Form is submitted on Engage, the form is reviewed by the Associate Director of Sport Programs. If the form is completed correctly, the Associate Director of Sport Programs will pass the form along to the appropriate Recreational Services staff member to check space availability. If the form is not completed correctly, it will be returned to the person that submitted the form for revisions, before being passed along to the appropriate facility manager for Recreational Services.

After the Associate Director of Sport Programs has checked with the appropriate staff member regarding the reservation request, the request will be either approved or denied. If approved, the club's assigned Assistant Director may contact the club representative if more information regarding the event is needed.

Once the facility space is reserved, the club will then need to complete a Sport Club Event Request prior to hosting the event. See the "How to Complete a Sport Club Event Request" portion of this section for complete details.

One-Time Practice Space Request

After the Facility Request Form is submitted on Engage, the form is reviewed by the Associate Director of Sport Programs. If the form is completed correctly, the Associate Director of Sport Programs will pass the form along to the appropriate Recreational Services staff member to check space availability. If the form is not completed correctly, it will be returned to the person that submitted the form for revisions, before being passed along to the appropriate facility manager for Recreational Services.

After the Associate Director of Sport Programs has checked with the appropriate staff member regarding the reservation request, the request will be either approved or denied. If approved, the club's assigned Assistant Director may contact the club representative if more information regarding the event is needed.

Recurring Practice Space Request

All Sport Club Practice Request Forms that are properly completed and turned in by the deadline will be used to determine the next semester's practice schedules. As much as possible, priority will be given to clubs with higher point totals in the Sport Club Program Points System. Space is often limited, and the Sport Programs Staff will do the best they can at accommodating all requests.

Special Event Conflicts

On occasion, special events by Iowa Athletics, Intramural Sports, other Sport Clubs, or outside groups may require certain practice sessions to be canceled for groups. Please be prepared to make accommodations for your group in these cases. A schedule of affected dates will be released in advance, when possible.

Facility Reservations & Hosting an Event | How to Complete a Facility Request Form

Finding the Form

The Facility Request Form is found by going to the [Sport Club Engage Page](#) and scrolling down to “Forms.”

Content

The Facility Request Form is to only be used when requesting to use facility space within Recreational Services. The form summarizes what the club would like to reserve. Be specific when requesting different spaces and allow for flexibility if that desired space is not available. For example, if the club would like to reserve basketball courts in the Field House, the club should indicate which gym (Main Deck or South Gym), how many courts, and which court numbers are desired first. Be specific and giving options allows for less back and forth and a quicker approval. Below outlines just some of what is asked within the form:

- Type of Event (practice, meeting, competition)
- Details of the Event
- Dates/Times of the Event
- Desired Location(s) of the Event
- Will Food be Available?

Deadline

Facility Request Forms are due a minimum of two weeks before the requested date for consideration. Facility Request Forms submitted within two weeks of the requested date may not be considered. Reservations are generally made on a first-come, first-served basis. Sport Clubs are encouraged to turn in requests as one of the first steps of planning their events. *NOTE: While the Facility Request Form is due two weeks before the event date, for sport club events, a Sport Club Event Request is due three weeks before the competition and an approved Facility Request Form is needed prior to submitting a Sport Club Event Request.*

Facility Reservations & Hosting an Event | How to Complete a Sport Club Event Request

Finding the Form

The Sport Club Event Request is found by going to your club's page on Engage. From there, navigate to "Manage Organization" followed by "Organization Tools" and then "Events." From there, click "Create Event" to start your submission. Only a sport club officer, as listed on Engage, may submit the Sport Club Event Request.

Content

The Sport Club Event Request summarizes the club's proposed event and gives the Sport Programs Office and SOBO, if necessary, the ability to review and approve the club's event. Before submitting, the club should ensure they know all event specifics (dates, times, location, etc.) and has enough funds to cover the event. Once submitted, if all sections of the form are completed correctly and if there are no financial, risk management, or other concerns, it will be approved, and the club will be able to proceed. Below outlines just some of what is asked within the form:

- Event Title
- Event Description
- Event Location
- Time/Date of Event
- Will club funds be used? If so, on what and for how much?

Uploads

If any on-campus facility reservations are made for the event, the reservation confirmation needs uploaded within the form. Thus, the club first needs approval to use on-campus space prior to submitting this form. If you have reserved facility space within Recreational Services, a copy of the approved Facility Request Form should be uploaded. Similarly, if you have reserved space elsewhere on campus, verification that the space is reserved needs uploaded.

Deadline

The Sport Club Event Request is due at least three weeks prior to the event. It is recommended that the form is submitted as far in advance as possible to allow adequate time to review and to ensure any associated expenses can be paid in a timely manner. If the form is not submitted and approved, the club may not host the event.

Facility Reservations & Hosting an Event | How to Complete a Post-Event Form

Finding the Form

The Post-Event Form is found by going to the [Sport Club Engage Page](#) and scrolling down to “Forms.”

Content

The Sport Club Post-Event Form summarizes the results from the club’s event and gives the club an opportunity to promote any positive outcomes. Below outlines just some of what is asked within the form:

- Event Title
- Event Location
- Time/Date of Event
- Other clubs that participated
- Any pertinent recognition and results
- Any injuries that occurred
- Number of club participants
- Information about completing a Social Media Request

Uploads

If any event personnel (officials, judges, etc.) need paid from the event, each individual’s completed W9 and Payment Request Form needs to be uploaded within the form. Both of those forms can be found by going to the [Sport Club Engage Page](#) and scrolling down to “View All Documents.”

Deadline

The Post-Event Form is due two business days after the event concludes. If the form is not turned in on time, the club will receive 5 penalty points. If a late Post-Event Form is then not turned in after a week from being notified by the club’s Assistant Director, the club will be suspended and unable to participate until the form is submitted and approved.

Facility Reservations & Hosting an Event | Suggested Special Events Checklist

Reserving a Facility

- See the previous pages of this section to properly reserve a facility and submit a Sport Club Event Form for your event

Pre-Event Planning

- Complete a Sport Club Event Request and receive approval*
- Event Registration*
 - Contact SOBO if CashNet is needed to set up registration/payment for visiting teams/participants*
 - Contact visiting teams/participants about how to register/pay*
- Visiting Teams/Participants
 - Confirm event start time(s)
 - Confirm driving directions to event, including parking information and travel time
 - Confirm event time length
 - Confirm directions to back-up site in case of inclement weather (if applicable)
 - Confirm uniform colors in case of conflict
- Contingency plan in case of inclement weather
 - Obtain back-up site and confirm directions to site for all parties (if applicable)
- Event Personnel/Officials Arrangements
 - Payment arranged for officials
 - Officials meet minimum qualifications for officiating event
 - Confirm driving/parking directions for officials, as well as travel time
 - Confirm start time and duration of event
- Plans for equipment setup – day of or night before event
 - Coordinate with Sport Programs Office the set-up of materials/equipment as necessary
 - *Responsibility for set-up falls with the club
- Insurance
 - Obtain proof of insurance if necessary
- Tournament Bracket/Format
 - Bracket/format prepared and ready with all teams accounted for
 - Contingency plan ready in case team backs out or weather causes change
 - Teams/participants ensured time for meals/rest in between competition
- Athletic Trainer
 - If an Athletic Trainer is needed, receive the trainer's contact information from your Assistant Director*
- Your club considerations
 - Arrangements to have club members help supervise events, run scoreboards, scorebook, keep trash picked up, etc.
 - Confirm event start time and what time members should arrive
 - Confirm event time length
 - Confirm what uniform to wear

- ___ Confirm who is bringing what equipment
- ___ Arrange to have club stay after to clean-up complex and put equipment away

Day of Event Checklist

- Set-up is complete (tables, goals, water coolers, etc.)
- Beginning meeting for: ground rules, facility guidelines, event format, get visiting consents
- Club works together to enforce facility rules for both participants and spectators
- Club works together to staff event, with at least two club members always present

Post Event Checklist

- Club works together to clean up complex
- Club takes down all equipment and puts it away
- Collect jerseys, uniforms, equipment from members as necessary
- Complete Post-Event Form on Engage