

EVENT MANAGEMENT CHECKLIST

(Updated 02/2018)



Event Name/Dates _____

Form shall be given to head coach of each competing school no later than the pre-competition coaches' meeting.

Facility Areas for Competition

- _____ Competition Area
- _____ Noncompetition Area
- _____ Equipment Storage Area
- _____ Scoreboard
- _____ Hospitality Area

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Completion of Competition Pre-Event Procedures

- _____ Warm-Up Procedures
- _____ Coaches Meeting
- _____ Announcements
- _____ National Anthem

Events Procedures

- _____ Warm-Up Guidelines
- _____ Event Interruptions
- _____ Rules Interruptions

Post-Event Procedures

- _____ Completion of Final Standings
- _____ Distribution of Awards
- _____ Completion of Event Certification Form
- _____ Head Official's Signatures on Forms

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Post-Competition Requirements

- _____ Facility Exit Meeting
- _____ Filing of Head Officials Form with Results
- _____ Event Certification Form/Official Results to SRE by Email