

EVENT EXPECTATIONS

PROCEDURE:

1. Team will turn in packet
2. Team will receive a copy of following forms in their box the day before the tournament.
 - a. Copy of event planning packet
 - b. Facility reservation form
 - c. Equipment checkout form

ITEMS TO REVIEW BEFORE TOURNAMENT:

- Compare event times in EPP to facility reservation times
- Check equipment checkout book to see if equipment request has been submitted
- Be aware that your club will be billed for time over your event UNLESS you notify tournament assistant to communicate with a facility supervisor and work it out with that individual OR we can make a change before the tournament
- Make sure phone # and e-mail are on packet and are legible
- Make sure times are listed as AM and PM and are accurate

TO DO BEFORE AND DURING THE TOURNAMENT:

- Have BM open doors to get equipment that you checked out (Be patient.)
- Take only the equipment that you have checked out. If you need more discuss with the BM so that he/she can make sure no other event needs the equipment that day.
- If you need trash cans the BM can provide them/ show you where to get them.
- No food or drinks are allowed in the facility (unless it is in a designated area such as the atrium.)
- Your club is responsible for distributing wrist bands/ stamps to all the participants and spectators. If you are competing it is your responsibility to make sure the table is staffed.
- Spectators and participants are only allowed to utilize the reserved portion of the facility. They should not be on the equipment, playing on the courts, or generally recreating in any way that doesn't directly relate to your activity. It is your job to ensure that the participants/ spectators are aware of this policy.

TO DO AFTER THE TOURNAMENT

- Clean up the facility that you used. No trash should be left behind.
- Overflowing trash should be taken to the dumpster located behind the Reily. The BM can show you where.
- Return all equipment that you used and return it to the appropriate location.
- Return stamp and unused wristbands to the Club Sport Office.

THE BASIC RULES ARE:

1. Leave everything the way you found it or better.
2. Follow all facility rules.
 - a. No food or drink in gyms
 - b. Spectators and participants should be confined to reserved area as much as possible
 - c. Spectators and participants should wear wristbands or be stamped to get in facility.
3. Communicate with the Building Manager for any issues.
4. Use common sense and good manners at all times.
5. Remember, using the Reily Center and other on-campus facilities is a privilege, not a right. Do not abuse it.

EVENT PLANNING PACKET

One key to a successful event is good planning. This event planning packet provides you with a guideline to prepare for an event. Complete this packet when hosting events such as tournaments, clinics, alumni and social events. Each question should be properly planned and discussed with the Assistant Director of Club Sport *at least 2 weeks before* the event.

I. EVENT INFORMATION

Club Sport: _____

Event Organizer: _____
Name *email* *phone*

Title of Event: _____

Type of Event:

- | | | |
|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Invitational Tournament | <input type="checkbox"/> Clinic | <input type="checkbox"/> Social Event |
| <input type="checkbox"/> League or Association Tournament | <input type="checkbox"/> Alumni Event | <input type="checkbox"/> Fundraiser |

Dates of Event: _____

- ✓ Make sure that you have consulted with the University and Sport Club Calendar to determine date availability

Estimate the Numbers of Participants/Teams: _____

Age of the participants: _____

Provide a brief description of the event/activity that you are planning:

How does this event promote the mission and purpose of the Club Sport? Is the event your club's event, or is it a third party event?

II. PRE-EVENT PLANNING

1. **Does this event involve reserving a facility?** Yes No

You need to reserve a facility as soon as you know the dates of your event. Keep in mind the following information while making your request:

- ✓ For the Reily Center or on-campus quads use the **FACILITY REQUEST FORM** and turn into the Club Sport Office.
- ✓ When deciding the time to reserve the facility, remember to include the set-up and take-down times.
- ✓ In the Reily Center, set-up the night before should be during the last 3 hours the building is open, unless there are extenuating circumstances to necessitate an earlier start time.
- ✓ There will be opening and closing fees for extending Reily hours outside of the normal facility operating hours. Extended hours need to be approved first.
- ✓ If it is a third party event, the club will be responsible for facility rental and staffing fees.
- ✓ If outdoors, have a rainout plan in case of bad weather

2. **Does this event require equipment?** Yes No

Some equipment needed by clubs is available for rental through the Club Sport Office. Most equipment will need to be secured by the club. When planning your equipment needs you should:

- ✓ Meet with the Assistant Director of Club Sports at least 3 weeks in advance of the event to discuss equipment rental through the Reily Center.
- ✓ Do not assume that certain equipment will be guaranteed with your facility reservation.
- ✓ Make a list of all equipment needs including tables, chairs, timers, goals, nets, club equipment, etc.

3. **Will alcohol be involved in the event?** Yes No

There are certain times and situations where student organizations can have alcohol at their event. Tulane University requires a event registration and approval for all events with alcohol. When planning an event involving alcohol:

- ✓ Meet with the Assistant Director of Club Sports to discuss all event details, process, and forms.
- ✓ Fill out the **SOCIAL EVENT REGISTRATION FORM** to start the approval process.
- ✓ Do not advertise the event until you have received appropriate approval.

4. **What date and time will the event be? PLEASE BE SPECIFIC!!!**

Set-up: _____

Day One: _____

Day Two: _____

Day Three: _____

Take-down: _____

5. **How will the event be advertised?**

Discuss/consider the following:

- ✓ Where will the event be advertised?

- ✓ Who is your target audience? (university club teams, Tulane students, New Orleans community, etc)
- ✓ When do you start advertising the event?

6. What is the format of the event?

Discuss/consider the following:

- ✓ Who is invited to the event (what teams, organizations)?
- ✓ How are the brackets set up in a tournament (i.e. single elimination, round robin)?

7. What monetary concerns are there for the event?

Discuss/consider the following:

- ✓ Will money be collected at the event? If so, do you need a cash box or petty cash?
- ✓ What is the expected revenue, expenses and profit from the event?
- ✓ How was the entry fee determined?

8. What personnel will be needed to run the event?

Discuss/consider the following:

- ✓ If off-campus, do you need an EMT or ambulance?
- ✓ Who will staff the registration table or concessions table?
- ✓ Who will set-up and break-down the equipment?
- ✓ What other personnel will be needed: officials, scorekeepers, security, EMT?

9. Who will participate in the event?

Discuss/consider the following:

- ✓ How will participants be identified for entrance into the Reily? (wristbands, stamp, roster)

- ✓ How will spectators and guests be identified?
- ✓ Do visitors receive: directions to site, facility rules, parking information?

10. Will items be sold at the event? If yes, please explain. Yes No

Discuss/consider the following:

- ✓ If there is **any exchange of money** a concessions permit will be needed.
- ✓ Use of any Tulane logos or trademarks will need to be approved before ordering.
- ✓ Where will items be sold?
- ✓ Do you need a permit to sell the items?
- ✓ Who is going to sell the items? (outside vendor, club member, etc)

11. What other organizations/departments will be affected by the event?

Discuss/consider the following:

- ✓ Parking on-campus will need to be coordinated through Transportation Services.
- ✓ How many participants will not have parking permits (non-A&M students)?
- ✓ Will other departments be involved? (i.e. UPD, Physical Plant)

12. Have you prepared for any emergencies during the event?

Discuss/consider the following:

- ✓ Should an insurance plan be purchased for the event? Talk to the Sport Club Coordinator to discuss possibilities.
- ✓ Do you know the facility's emergency action plan?
- ✓ Where will the first aid station be located?
- ✓ Have participants signed and submitted a waiver or assumption of risk form?
- ✓ Have all facilities and equipment been inspected *prior* to the event?
- ✓ What is the method of communication between satellite facilities?

III. POST EVENT EVALUATION

It is important to evaluate events once they have taken place to determine their value to the club. These steps will help you identify unforeseen problems, procedures that went well/poorly, etc. The purpose of the evaluation is to help clubs plan similar events in the future, and to make any necessary changes. Clubs should meet with the Sport Club Graduate Assistant at the conclusion of an event to discuss each of these questions.

1. Was the event successful?

Discuss/consider the following:

- ✓ What is the standard for success? (profit, participation, etc.)
- ✓ What made the event successful or unsuccessful?

2. What could be done to improve the event?

Discuss/consider the following:

- ✓ Any ideas for future officers planning the event?
- ✓ Recommendations for future events?

3. What were some unforeseen events that happened?

Discuss/consider the following:

- ✓ Unforeseen risks associated with the event?
- ✓ Unforeseen costs associated with the event?

4. Based on this evaluation, should the club continue to hold the event? Why?

Other Comments (continue on back if necessary):