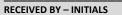
UW-Whitewater Club Sports

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 M	Name:							
	Contact for Event: one club representative MUST be p	resent throughout	the entire event					
Name	e of Event:							
Date(s) of Event:							
Event Times (specify AM/PM): Start: End: Time should NOT include set-up/take-down								
Locati	ion:							
Antici	pated 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: Athletic trainer availability is not guaranteed					YES		NO	
Are contest referees/officials needed and scheduled? If yes, remember officials cannot be paid in-advance and a Payment to Individual Report is nee Officials may also need to fill out tax information if working for the first time within a calendar					YES		NO	
Numb	per of Total Contests:							
	ional Items Requested for be advised equipment is reserved on	•			inteed			
	Air Horn Chairs (number): Garbage Receptacles Padding/Safety Mats Police Walk-Through Scoreboard(s) Tables (number):		Benches Cones (number) Lighting (if outsi Parking Permits Pop-Up Tent Scorekeeper(s) Towels (up to 10	de)		Bleachers Corner Flags Locker Room/Changing Area Pinnies (i.e. jerseys) Restrooms Stopwatches (number): Water Bottles (up to 12)		
	Water Coolers (up to 2) Access to Storage - please specify here: Other - please specify here:							
Is the	re anything else your club	o may need? V	Vhat can Club Spo	rts administra	tive staf	f help with?		

FOR OFFICE USE ONLY



DATE RECEIVED

