

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 Name: _____

Club Contact for Event: _____

At least one club representative MUST be present throughout the entire event

Name of Event: _____

Date(s) of Event: _____

Event Times (specify AM/PM): Start: _____ End: _____

Time should NOT include set-up/take-down

Location: _____

Anticipated 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: YES NO

Athletic trainer availability is not guaranteed

Are contest referees/officials needed and scheduled? YES NO

If yes, remember officials cannot be paid in-advance and a Payment to Individual Report is needed
Officials may also need to fill out tax information if working for the first time within a calendar year

Number of Total Contests: _____

Additional Items Requested for Event (select all that apply; listed alphabetically)

Please be advised equipment is reserved on a first-come, first-serve basis and availability may not be guaranteed

- | | | |
|---|--|--|
| <input type="checkbox"/> Air Horn | <input type="checkbox"/> Benches | <input type="checkbox"/> Bleachers |
| <input type="checkbox"/> Chairs (number): _____ | <input type="checkbox"/> Cones (number): _____ | <input type="checkbox"/> Corner Flags |
| <input type="checkbox"/> Garbage Receptacles | <input type="checkbox"/> Lighting (if outside) | <input type="checkbox"/> Locker Room/Changing Area |
| <input type="checkbox"/> Padding/Safety Mats | <input type="checkbox"/> Parking Permits | <input type="checkbox"/> Pinnies (i.e. jerseys) |
| <input type="checkbox"/> Police Walk-Through | <input type="checkbox"/> Pop-Up Tent | <input type="checkbox"/> Restrooms |
| <input type="checkbox"/> Scoreboard(s) | <input type="checkbox"/> Scorekeeper(s) | <input type="checkbox"/> Stopwatches (number): _____ |
| <input type="checkbox"/> Tables (number): _____ | <input type="checkbox"/> Towels (up to 10) | <input type="checkbox"/> Water Bottles (up to 12) |
| <input type="checkbox"/> Water Coolers (up to 2) | | |
| <input type="checkbox"/> Access to Storage - please specify here: _____ | | |
| <input type="checkbox"/> Other - please specify here: _____ | | |

Is there anything else your club may need? What can Club Sports administrative staff help with?

FOR OFFICE USE ONLY

RECEIVED BY – INITIALS _____

DATE RECEIVED _____

