



## UNT Sport Clubs Program

# SPORT CLUB EVENT ITINERARY

Club \_\_\_\_\_ Date \_\_\_\_\_

Name of person coordinating event \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date, time, and title of event \_\_\_\_\_

What time should facility staff arrive to open? \_\_\_\_\_

What time will club members arrive to set up? \_\_\_\_\_

What time should Medical Personnel arrive? \_\_\_\_\_

What time is the first competition scheduled? \_\_\_\_\_

Who will handle registration? \_\_\_\_\_

What time(s) will registration take place? \_\_\_\_\_

Will money be collected?  
\_\_\_\_\_

Will there be spectators at this event? \_\_\_\_\_ If yes, approximately how many? \_\_\_\_\_

What facilities will need to be accessed? \_\_\_\_\_  
\_\_\_\_\_

Will a lunch break be taken? \_\_\_\_\_ If so, at approximately what time? \_\_\_\_\_

Is there a time limit for the event/competitions? \_\_\_\_\_

Approximately how many competitions are planned? \_\_\_\_\_

What is the anticipated time that the event will be over? \_\_\_ - \_\_\_\_\_

How long will club members be cleaning up after event? \_\_\_\_\_

The facility staff should be able to leave at approximately what time? \_\_\_\_\_

Additional comments/concerns  
\_\_\_\_\_  
\_\_\_\_\_