

UNT Sport Clubs Program

Event Planning Guide

This guide is designed especially for your event to assist you in hosting a successful event. All practices and events must be approved prior to planning.

Prior to Approval of Activity

Date Submitted: _____

Itinerary & Facility Usage		
Date Required	Date Completed	Item
		Schedule meeting with Assistant Director.
		Complete and submit Event Request Form to Assistant Director. For large events, the event request form should be submitted three months prior to event date.
		Complete Itinerary and a Facility Request Form including any equipment required. (Allow for set-up and take down time).

Financial		
Date Required	Date Completed	Item
		Complete Budget Form. (List all anticipated income and expenditures. Possible income would include: entry fees, concessions, etc. Possible expenditures would include: awards, equipment, officials, licenses, facility rental, equipment rental, etc.)

Risk Management		
Date Required	Date Completed	Item
		Meet with Assistant Director to establish a Risk Management Plan for activity. An additional meeting with Risk Management Office and/or UNT Police may be required. The Assistant Director will arrange this meeting if necessary. Be prepared to answer the following questions?
		EMT or other health care professionals may be needed? If so, how will they be paid? Include cost on Budget Form. Meet with health care professionals to discuss emergency action plan which has been provided for the facility in use.
		A meeting with Assistant Director for Facilities and Open Recreation to discuss issues concerning the activity will be scheduled with the Student Leader and Assistant Director for Sport Clubs.
		Are any permits or licences required? Assistant Director will request approval for permits. Any type of contract requires University legal counsel signatures.
		Assistant Director will contact any agencies such as campus police, hospital, county sheriff, etc.
		Security may be needed? If so, how will they be paid? Include cost on Budget Form.
		Custodial staff may be needed? If so, how will they be paid? Include cost on Budget Form.

After Approval

Financial		
Date Required	Date Completed	Item
		Submit any purchase requests for awards, licenses, equipment, etc.
		Have appropriate paperwork available for payment of officials to complete.
		Discuss how entry fees will be accepted? On site or prior to event?

Publicity		
Date Completed	Date Required	Item
		All advertising, invitations, etc. must be approved by Assistant Director prior to printing.
		Send invitations to possible participants. Should be mailed from Recreational Sports Office. Have all entry fees sent to Recreational Sports Office if collected prior to event.
		Add event to Campus Calendar.
		Make fliers and after receiving approval from Assistant Director, distribute across campus.
		Recreational Sports will send press release to campus and DRC regarding activity.
		Will any other type of advertising be necessary?
		Send results to campus and DRC paper.

Risk Management		
Date Completed	Date Required	Item
		Will participants be required to complete waiver forms other than UNT Sport Club waiver?
		Have accident report forms on site.
		Have first aid supplies on site.
		Complete facility safety checklist prior to activity.

Evaluation		
Date Completed	Date Required	Item
		Complete evaluation of the activity and submit to Assistant Director.
		Complete activity cash flow statement.
		Staff evaluation of event.