

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 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

