I. EVENT INFORMATION

Sport Club: ____________________________________________________________

Event Organizer: ______________________________________________________

Email: ___________________________ Phone: ______________________________

Title of Event: __________________________________ Location: ________________

Dates of Event: Start: ___________ End: _________________________________

Make sure that you have consulted with the University and Sport Club calendar to determine date availability.

Type of Event: Check all that apply:

☐ Invitational Tournament ☐ Banquet ☐ Social Event

☐ League/Association Tournament ☐ Alumni Event ☐ Fundraiser

Estimate the number of participants/teams: ________________________________

Age of participants:

For events with participants under 18 a Summer Camp application will need to be completed through the Office of Camps and Enrichment in Student Activities. Please set up a meeting with the Sport Clubs Coordinator to review the information on the application. It is recommended the application be completed and submitted 6-8 weeks in advance.

Provide a brief description of the event activity that you are planning.

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

How does this event promote the mission and purpose of the Sport Club?

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

Is the event your club’s event, or is it a third party event? ___________________________

If, third party, please list the name of the organization? ___________________________
1. Does this event require reserving a facility? Yes ☐ No ☐

You need to reserve a facility as soon as you know the dates of your event. Keep in mind the following information while making your request.

→ For Rec Sport facilities (Read, Rec Center, or Penberthy) use the FACILITY RESERVATION REQUEST and turn it into the Sport Club Staff.
→ When deciding the time to reserve the facility, remember to include the set-up and take-down times.
→ In the Rec Center, set-up the night before should be 9PM-11PM, unless there are extenuating circumstances that necessitate an earlier time.
→ There will be opening and closing fees for extending the Rec hours outside of the normal facility operating hours.
→ If it is the club’s third tournament, the club will be responsible for facility rental and staffing fees.
→ If outdoors, have a rainout date in case of bad weather.

2. What dates and times will the event be? PLEASE BE SPECIFIC!!!

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time Begin</th>
<th>Time End</th>
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</thead>
<tbody>
<tr>
<td>Set-up</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Day One</td>
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<td></td>
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<td>Day Two</td>
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<td>Day Three</td>
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<td>Day Four</td>
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<tr>
<td>Take-Down</td>
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3. Does this event require equipment? Yes ☐ No ☐

Most of the equipment needed by clubs is available for use through the Sport Club Office. Some items (like chairs) are not available through the Sport Club Office, but could be reserved if the event is in the Rec Center (only). When you reserve equipment you should:

→ Fill out an EQUIPMENT REQUEST FORM for Sport Club and Rec Center Equipment.
→ The equipment is given on a first come, first serve basis, so turn in your request as soon as you know what you need.
→ In the Rec Center, set-up the night before should be 9PM-11PM, unless there are extenuating circumstances that necessitate an earlier time.
→ Equipment must be checked out between the hours of 9am-5pm with a Sport Club Staff member. Equipment can be checked-out outside of business hours if a Sport Club Staff member is present.

4. When & how will the event be advertised?

Where will the event be advertised? Website address (if any)

5. What is the format of the event? Discuss/consider the following.

List teams/participants attending.

How are brackets set up in a tournament (i.e. single elimination, round robin)? Who prepares the brackets?
6. What personnel will be needed to run the event? Discuss/consider the following.

→ Tournament Assistants/Supervisors and Medics are provided at no charge.
Who will staff the registration and/or concessions table?

Who will set-up and break down the equipment?

What other personnel will be needed: officials, scorekeepers, security, medics? Please list.

7. Who will participate in the event? Discuss/consider the following.

How will participants be identified (wristbands, stamp)?

How will spectators and guests be identified?

Do spectators/participants receive directions to the site, facility rules, parking information?

8. Will items be sold at the event? If yes, please explain.  

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If there is an exchange of money a concessions permit will be needed.

Will Texas A&M logos or trademarks be used on items or in promotional material?

Will there be outside vendors present? Who? Did you have a contract reviewed by the Sport Club staff?

Where will items be sold?

9. What other organizations/departments will be affected by the event? Discuss/consider the following.

→ Parking on campus will need to be coordinated through Transportation Services.

How many participants will not have parking permits (non-A&M Students)?

Will other departments be involved (i.e. UPD, Physical Plant)?

10. Have you prepared for any emergencies during the event? Discuss/consider the following.

→ Should an insurance plan be purchased for the event? Talk to the Sport Club Coordinator to discuss options. All events including minors (under 18 years of age) will require the club to purchase insurance and complete background checks.

→ Have you reviewed the facilities emergency action plan?

Where will the first aid station be located?

Have participants signed and submitted a waiver or assumption of risk form?

Have all facilities and equipment been inspected prior to the event?

What is the method of communication between satellite facilities?
11. What monetary concerns are there for the event? Discuss/consider the following.

Will money be collected at the event? Do you need a cash box?

How was the entry fee determined?

Who are checks made payable to?

Was the Facility Usage Fee added to the entry fee for non-A&M Students?

<table>
<thead>
<tr>
<th>Estimated Income:</th>
<th></th>
<th>TOTALS</th>
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<tbody>
<tr>
<td>Entry Fees</td>
<td>cost per team/participant</td>
<td># of teams/participants</td>
</tr>
<tr>
<td>Merchandise Sales</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Concession Sales</td>
<td>Description:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Expenses:</th>
<th></th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Facility Usage Fee</td>
<td># of hours</td>
<td>cost/hour</td>
</tr>
<tr>
<td>Insurance</td>
<td># of participants</td>
<td>Liability + Accidental Medical</td>
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<tr>
<td>Concessions</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Food/catering</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>T-shirts/</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Merchandise</td>
<td>Description:</td>
<td></td>
</tr>
<tr>
<td>Officials</td>
<td># of games</td>
<td># of officials</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>Description:</td>
<td></td>
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<tr>
<td>Other</td>
<td>Description:</td>
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<td>Other</td>
<td>Description:</td>
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<tr>
<td>Other</td>
<td>Description:</td>
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| TOTAL EXPENSES: |        |
| TOTAL INCOME - TOTAL EXPENSES |        |