

Event: _____

Dates: _____

Host Institution: _____ Event Director: _____ Ph: _____

MPSF CHAMPIONSHIP EVENTS CHECKLIST

- ☐ **1. Proposed Budget and Financial Report**
- ☐ **2. Information to Teams**
 - ☐ a. Entry Fees
 - ☐ b. Team Information Packets
 - ☐ c. Copy of Regulations/Rules
 - ☐ d. Championship Handbook
 - ☐ e. Bracket structure
 - ☐ f. Participant passes
 - ☐ g. Parking permits
 - ☐ h. Complimentary tickets
- ☐ **3. Championship Handbook to Include:**
 - ☐ a. List of responsible parties/duties
 - ☐ b. Practice schedule
 - ☐ c. Contest schedule
 - ☐ d. Event schedule
 - ☐ e. Technical meeting time/site
 - ☐ f. Coach business meeting time/site
 - ☐ g. Uniform /cap color designations
 - ☐ h. Team seating assignments
 - ☐ i. Scouting/Videotaping policy
 - ☐ j. Music/band/anthem policy
 - ☐ k. Squad size (no. coaches, add'l bench personnel)
 - ☐ l. Dining and entertainment guide
 - ☐ m. Vicinity map
- ☐ **4. Event Staff**
 - ☐ a. Tournament/meet director
 - ☐ b. Games committee - needed: _____
Who: _____
 - ☐ c. Tournament desk - needed: _____
 - ☐ d. Announcer(s) - needed: _____
 - ☐ e. Sports Info staff - needed: _____
 - ☐ f. Officials/refs/judges - needed: _____
 - ☐ g. Trainers/site - needed: _____
 - ☐ h. Box office - needed: _____
 - ☐ i. Security - needed: _____
 - ☐ j. Hospitality - needed: _____
 - ☐ k. Parking - needed: _____
 - ☐ l. Merchandise sales - needed: _____
 - ☐ m. Staff Credentials
- ☐ **5. Awards**
 - ☐ a. Ship to Site
 - ☐ b. Deliver to Site
 - ☐ c. All-conference
 - ☐ d. All-tournament, MVP, etc.
- ☐ **6. Coordination with NGB**
- ☐ **7. Media Relations**
 - ☐ a. Sports Information staff
 - ☐ b. Equipment needed:
 - ☐ 1. computer/printer/copier
 - ☐ 2. scoring system/clock
 - ☐ 3. phone
 - ☐ 4. shade structure
 - ☐ c. Event Program
 - ☐ d. Daily updates - schools/media
 - ☐ e. Post-game interviews
 - ☐ f. Broadcast needs
- ☐ **8. Sponsor Promotions/Merchandise**
 - ☐ a. Electricity
 - ☐ b. Tables/chairs
 - ☐ c. Credentials
 - ☐ d. Banners -MPSF
 - ☐ e. Banners -Sponsor
 - ☐ f. Sponsor promotions
 - ☐ g. Sponsor credentials
- ☐ **9. Officials**
 - ☐ a. Selection
 - ☐ b. Schedule
 - ☐ c. Accommodations
 - ☐ d. Courtesy vehicle/Ground transpo.
 - ☐ e. Parking permits
 - ☐ f. Airfare
 - ☐ g. Hospitality
 - ☐ h. Private dressing area
 - ☐ i. Evaluation
 - ☐ j. Assignment
 - ☐ k. Coordinator/Assignor/Evaluators
 - ☐ l. Pay process

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☐ **10. Site Logistics**

- ☐ a. Site Visit
- ☐ b. Accommodations
- ☐ c. Travel arrangements
- ☐ d. Tents, tables, chairs
- ☐ e. Hospitality
- ☐ f. Dressing rooms: officials/teams
- ☐ g. Press room
- ☐ h. Training room
- ☐ i. VIP seating
- ☐ j. Emergency medical information
- ☐ k. Restrooms
- ☐ l. Scoreboard
- ☐ m. Posted results/brackets
- ☐ n. Tournament desk/head table
- ☐ o. Posted event schedule
- ☐ p. Balls required: needed: _____
- ☐ q. Other equipment needed: _____
- ☐ p. Security
- ☐ q. Team seating in stands (parents)
- ☐ r. Parking

POST-EVENT

☐ **11. Reconciliation**

- ☐ a. Box office report
- ☐ b. MPSF revenue report form
- ☐ c. Travel expense forms
 - ☐ 1. Airfare
 - ☐ 2. Hotel
 - ☐ 3. Per diem
 - ☐ 4. Misc. Expenses
- ☐ d. Travel reimbursements
- ☐ e. Disposition of net revenue
- ☐ f. Post-Event meeting/teleconference
with host staff/event director