NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT

GAME DAY CHECKLIST

This document has been prepared to provide a blueprint for successful game and event

management.

Brainstorm-Before and During an Event

1. What can be done? Teams, officials, facility, medical needs

2. What should be done? Facilities, transportation, support, security

**Key People You Will Need**

1. Game Manager

2. Ticket takers and sellers

3. Event host/hostess-teams and officials

4. Officials

5. Security

6. Announcer

7. Concessions

8. Set-up and clean-up

9. Medical personnel-athletic trainer, doctor, other (dial EMT)

**Where to Find Key People**

1. Faculty and staff

2. Retired Staff

3. Other school System Personnel

**Some Practical Suggestions**

1. Have a back-up P.A. System and scoreboard

2. Have ample security coverage, know where they are located

3. Carry a cellular telephone, key people should carry two way radios

4. Carry a whistle

5. Provide maps

6. Have an evacuation/emergency plan

7. Have a good announcer

8. Put everything in writing

**Final Comments**

1. All events are different in some way, prepare!

2. A successful event is measured by the level of enjoyment of the activity by all

participants and attendees.

Emergency Contact Information

Name Cell Phone Number Email Address