



ENDOWMENT GAME

EVENT MANAGEMENT INFORMATION

For additional information please contact, Kyle Stanfield, 503.682.6722, ext. 239, or kyles@osaa.org.

Thank you for being an active participant in growing the OSAA Foundation through your participation in an Endowment Game. The funds raised through Endowment Games will have a positive effect on Oregon high school activities, both now and in the future, but we need your help in educating students, coaches, parents and fans about the benefits of Endowment Games and the OSAA Foundation. Fans may not be used to the ticket prices charged for Endowment Games or the limitations on accepted passes.

Please help us explain their role in enhancing the future of Oregon high school activities by using the enclosed Ticket Signs, PA Announcements and Roster Sheet template during your Endowment Game. Supporters can make donations online at www.osaafoundation.org. Please let us know if you have any questions.

PRE-EVENT

1. **EMI CHECKLIST:** Communication is vital to a successful contest. Items to discuss include game time, travel plans/arrival time, seating plan for visiting fans, parking, security, locker room facilities, filming area, press box/row availability, bands, cheerleaders, dance team, athletic trainer / doctor / EMT personnel, etc. Each host school should send a completed EMI Checklist form in this packet and a diagram of the seating plan to opponents.
2. **OFFICIALS:** The participating schools are responsible for securing and paying for officials for Endowment Games.
3. **ADMISSION:**
 - a. **General Admission Tickets:** Adults – \$6 Students – \$4
 - b. **Reserved Seating:**
 - 1) Only schools offering reserved seating for regular season games may sell reserved seats for Endowment Games. Schools cannot increase the price of reserved seats for Endowment Games.
 - 2) If schools have not had reserved seating during regular season play, they may not institute such a policy for Endowment Games.
 - c. **Passes: ONLY the OSAA Media passes**, which will admit the bearer only with photo ID, are to be honored at any OSAA Foundation Endowment Game. **NO Gold Cards, OSAA VIP, school, athletic district, officials association, etc., passes are to be accepted.**
 - d. **Endowment Game Event Ticket Report:** Please use the form in this packet to record beginning ticket numbers.
4. **OSAA BANNER:** The OSAA, along with our title sponsors U.S. Bank and Les Schwab Tires, has distributed a 3' x 10' banner to all 292-member schools. The banner recognizes your school as a member of the OSAA. We encourage you to display this banner prominently when you are hosting an OSAA Foundation Endowment Game. Thank you in advance for your cooperation.
5. **TICKET BOOTH SIGNS:** There are three signs attached, Ticket Prices, Media Pass Gate, and Endowment Game *at a glance*. Please ensure that these signs are posted at your gates prior to the Endowment Game.
6. **PA SCRIPT:** Please ensure that your announcer has a copy of the attached PA script and reads these announcements during the OSAA Foundation Endowment Game.
7. **PROGRAMS:** The host school has the right to produce a roster sheet / game program. These may be handed out or sold by the host school. We encourage you to use the enclosed Roster Sheet template when producing rosters for your Endowment Game.

POST-EVENT

1. **ENDOWMENT GAME EVENT TICKET REPORT:** **Within one week** after completion of the Endowment Game the host school shall forward the **Event Ticket Report** to the OSAA Foundation office. Expenses are **not** to be withheld from ticket sales. Please make sure your check for 100% of the gross gate receipts is made out to the **OSAA FOUNDATION**, not the OSAA, and that it is separate from any other payment to OSAA. Thank you.



ENDOWMENT GAME EVENT MANAGEMENT CHECKLIST

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Communication is vital to a successful contest. Items to discuss include game time, travel plans/arrival time, seating plan for visiting fans, parking, security, locker room facilities, filming area, press box/row availability, bands, cheerleaders, dance team, athletic trainer / doctor / EMT personnel, etc. Each host school should send a completed EMI Checklist and a diagram of the seating plan to opponents.

1. _____ vs. _____ Sport: _____ Class: _____
2. Location of game _____ Date _____ Time _____
3. Names of Principals: Host _____ Visitor _____
4. Names of Athletic Directors: Host _____ Visitor _____
5. Names of Head Coaches: Host _____ Visitor _____
6. Others:
 - Host _____ Visitor _____
 - Host _____ Visitor _____
7. Contact persons in charge of event:
 - Host _____ Phone _____
 - Visitor _____ Phone _____
8. Seating plan sent to visiting school? Yes No Seating capacity _____
9. Number of tickets available to visiting school _____
10. General Admission Ticket Prices: Adults: \$6 Students: \$4

OSAA Reserved Seating Policy: Only schools offering reserved seating for regular season games may sell reserved seats for Endowment Games. Schools cannot increase the price of reserved seats for Endowment Games. If schools have not had reserved seating during regular season play, they may not institute such a policy for Endowment Games.

11. Time ticket gates will open _____
12. Dressing room location _____
13. Location of visiting team bench _____
14. Color of uniforms: Host _____ Visitor _____
15. School colors: Host _____ Visitor _____
16. Was program information sent to host school? Yes No
17. Introduction of Players? Yes No If yes, time _____
18. National anthem to be played by _____ Time _____
19. Host school band present? Yes No
20. Visiting school band present? Yes No
21. Halftime entertainment provided by host school? Yes No Length of performance _____
22. Halftime entertainment provided by visiting school? Yes No Length of performance _____
23. Concession(s) available? Yes No
24. Athletic Trainer, EMT or Doctor present or on call? Yes No
25. Parking location(s) for team and spectator buses _____
26. Cultural and socio-economic issues discussed?
27. Other items of concern: Security Announcer
Local publicity for the game Field/Facility markings & equipment



ENDOWMENT GAME

EVENT TICKET REPORT

For additional information please contact, Kyle Stanfield, 503.682.6722, ext. 239, or kyles@osaa.org.

Date of Endowment Game: _____

Teams: Home: _____ Visitor: _____

Sport: _____ (Please note boys or girls)

Ticket Sales – *The OSAA Foundation auditor has requested a record of beginning and ending ticket numbers. Schools will be held responsible for tickets sold and cash received.*

| | Event Begin # - | Event Ending # = | No. Sold | x | Price = | TOTAL \$ |
|-------------------------|--------------------|---------------------|-------------|---|---------|----------|
| Students | | | | | | |
| | _____ | _____ | _____ | | \$4.00 | _____ |
| | _____ | _____ | _____ | | \$4.00 | _____ |
| | _____ | _____ | _____ | | \$4.00 | _____ |
| Adults | | | | | | |
| | _____ | _____ | _____ | | \$6.00 | _____ |
| | _____ | _____ | _____ | | \$6.00 | _____ |
| | _____ | _____ | _____ | | \$6.00 | _____ |
| Reserved Tickets | | | | | | |
| | _____ | _____ | _____ | | _____ | _____ |
| | _____ | _____ | _____ | | _____ | _____ |
| | _____ | _____ | _____ | | _____ | _____ |

GROSS GATE RECEIPTS \$ _____

Please attach a check, made out to **OSAA Foundation**, for 100% of the gross gate receipts and send to: **OSAA Foundation, 25200 SW Parkway Avenue, Suite 1, Wilsonville, OR 97070**

A check for 50% of the gross gate receipts will be sent from the **OSAA Foundation** to the host school within one week after receiving the gross gate receipts check. Thank you.

Host School: _____

Mailing Address: _____

Principal's Signature: _____

NOTE: It is very important that your **check be made out to OSAA Foundation**, not OSAA, and that it be separate from any other payment to OSAA.

Thank you!



OSAA FOUNDATION Endowment Game

TICKET PRICES

ADULT: \$6 STUDENT: \$4
(HS and younger)

The gross gate receipts for every Endowment Game will be divided 50/50 between the host school and the OSAA Foundation. The interest earned from the Foundation's portion of Endowment Game revenue, coupled with tax-deductible contributions, will be used to enhance the future of Oregon high school activities.



OSAA FOUNDATION Endowment Game

TICKET PRICES

ADULT: \$6 STUDENT: \$4
(HS and younger)

RESERVED: _____

The gross gate receipts for any Endowment Game will be divided 50/50 between the host school and the OSAA Foundation. The interest earned from the Foundation's portion of Endowment Game revenue coupled with tax-deductible contributions will be used to enhance the future of Oregon high school activities.



MEDIA PASS GATE

OSAA Media Pass accepted with photo ID

No Gold Cards, OSAA VIP, school, athletic district, officials association, etc., passes.



OSAA FOUNDATION

at a glance

The OSAA and its member schools believe in the fundamental values associated with participation in high school activities and want to work together to ensure the future of Oregon high school activities.

The long range goal of the OSAA Foundation is to grow through OSAA-driven programs and contributions in order to provide a more stable financial base for our member schools and the students of tomorrow.

The OSAA Foundation, a 501(c)(3) non-profit corporation, exists through tax-free contributions.

For more information contact us at 503.682.6722 or visit our website, www.osaafoundation.org.



ENDOWMENT GAME ROSTERS

The OSAA and its member schools believe in the fundamental values associated with participation in high school activities and want to work together to ensure the future of Oregon high school activities. The long range goal of the OSAA Foundation is to grow through OSAA-driven programs and contributions in order to provide a more stable financial base for our member schools and the students of tomorrow. The OSAA Foundation, a 501(c)(3) non-profit corporation, exists through tax-free contributions. For more information, and to make a donation, contact us at 503.682.6722 or visit our website, www.osaafoundation.org.



ENDOWMENT GAME ROSTERS



ENDOWMENT GAME Public Address Announcements



Welcome to today's/tonight's OSAA Foundation Endowment Game between the visiting _____ of _____ and your _____.

Thank you for being an active participant in growing the OSAA Foundation by attending this Endowment Game. Good sportsmanship is a vital component of high school athletics. The OSAA and the participating schools recognize that judgment calls – by coaches, officials and the players themselves – are made in good faith and should be respected. Spectators can support these teams by refraining from derogatory or demeaning comments. We hope you will enjoy this game and positively support your team.

Now let's meet the starting lineups for today's/tonight's Endowment Game.

Introduce the starting lineups and coaches for the visiting team, then the home team.

The officials for this Endowment game are: _____
and _____.

Please stand for the playing of our National Anthem.

(For use during breaks in the action.)

1. The OSAA and its member schools believe in the fundamental values associated with participation and are working together to enhance the future of Oregon high school activities. Learn more about the OSAA Foundation and how it plans on providing a more stable financial base for the students of tomorrow by visiting our website, osaafoundation.org. The OSAA Foundation, enhancing the future of Oregon high school activities.
2. Each school is proud of their team, school spirit, tradition and sportsmanship. The OSAA and the participating schools ask for your support in creating a respectful environment to make this contest more enjoyable for all involved. We encourage you to model good sportsmanship while positively supporting your team. Sportsmanship is all about respecting the game, each other, and yourself.
3. The OSAA Foundation has introduced its Help ONE, Help ALL Campaign for member schools. Your personal tax-deductible donation to the OSAA Foundation will be tagged with the member high school of your choice and 50% of your contribution going to that school. You're not only helping your alma-mater or your local high school but your donation will make a difference in all of the lives of the 120,000 participants around the state. To learn more contact Kyle Stanfield of the OSAA Foundation or at osaafoundation.org.

End of Game Announcement

The OSAA Foundation thanks you for your support of this Endowment Game contest and encourages you to drive home safely. Please visit osaafoundation.org for more information.