



# ENDOWMENT GAME EVENT MANAGEMENT CHECKLIST

For additional information please contact, Kyle Stanfield, 503.682.6722 x239, or [kyles@osaa.org](mailto:kyles@osaa.org).

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. Click here to use the new [Editable Form](#)

- 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 playoff games. Schools cannot increase the price of reserved seats for the playoffs. Regardless of what the school charges, the OSAA must receive their regular ticket price of \$6. If schools have not had reserved seating during regular season play, they may not institute such a policy for playoffs.

- 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 Publicity of the game

Field / Facility markings & equipment Submit scores on <http://www.osaa.org>