

GAMES/EVENT FACT SHEET

SPORT:	
EVENT:	
LOCATION:	
DIRECTIONS TO EVENT:	
DATE:	
TIME:	
EVENT DIRECTOR & CONTACT INFORMATION	

ATHLETES: ARRIVAL TIME	
WHAT TO BRING:	

COACHES/VOLUNTEERS: ARRIVAL TIME FOR	
WHAT TO BRING:	

# OF ATHLETES:	
# OF COACHES:	
# OF VOLUNTEERS:	

ADDITIONAL COMMENTS OR DETAILS:	
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GAMES/EVENT CHECKLIST

Please check off the items on the checklist to make sure you have everything you need for your games/event. If you do need any of the items just write N/A next to it. Make sure to list any items that require detailed information. This is for us to make sure you have covered all there areas you will need for your particular event. Please keep a copy of these forms for yourself and submit a copy to Mindy Setzer two weeks prior to the event. If at any time you need assistance in any of the areas please contact Mindy Setzer at 321-276-6463 or msetzer@specialolympicsseminolecounty.org.

IF TRAVELING TO GAMES/EVENTS:

➤ **Communication**

- Prepare information flier for parents, coaches and volunteers at least two weeks prior to event -Fact Sheet can be used (add rows for additional information if needed)
 - Try to provide parents and athletes with as much information as possible to eliminate any confusion or additional questions.

➤ **Transportation**

- Made travel arrangements with appropriate pick-up and drop off times
- Confirm transportation a week before the event.
- Make a list of everyone attending and conduct roll call when the group moves from location to location, such as from bus to gymnasium.

➤ **Personnel**

- Confirmed coaches will be present for event

➤ **Medical**

- Carry athlete Physicals & Incident Report Forms
- First aid kit on hand

➤ **Equipment**

- List equipment needed for event (i.e. stopwatches, basketballs, whistles, etc.)

- Equipment checked and ready for event
- Delegation of who is bringing the equipment to the event decided

➤ **Refreshments & Food**

- Round water cooler (with cups) or cooler full of bottled drinks.
- Do you need to provide meals for the athletes? Or a snack?
- If athletes are bringing their own meals, make sure to pack 1-2 extra meals for those who forget.

IF HOSTING GAMES/EVENTS:

➤ Communication

- Prepare information flier for parents, coaches and volunteers at least two weeks prior to event -Fact Sheet can be used (add rows for additional information if needed)
 - Try to provide parents and athletes with as much information as possible to eliminate any confusion or additional questions.

➤ Facility

- Confirmed location of event on needed date
- Signed contracts for the venue (if necessary)
- Set up signs directing to facility and parking
- Listed specific layout arrangements with facility rep
- List specific layout needs (i.e number of tables, chairs, tents etc.) _____

➤ Personnel

- Confirmed coaches will be present for event
- Recruited volunteer for event
- List responsibilities of volunteers (i.e. Timers, runners, etc.) _____

- Confirmed volunteers have filled out required volunteer forms
 - Have volunteers bring photo IDs to events

➤ Medical

- Carry athlete Physicals & Incident Report Forms
- Ensured medical volunteer present (i.e. lifeguards, EMT, firemen, etc.)
- List medical staff for event _____

- First aid kit on hand in addition to the medical staff

➤ Equipment

- List equipment needed for event (i.e. stopwatches, basketballs, whistles, etc.) _____

- Equipment checked and ready for event
- Delegation of who is bringing the equipment to the event decided

➤ **Refreshments & Food**

- Water Cooler (with cups) or Water Bottles
- Do you need to provide meals for the athletes? Or a snack?

➤ **Event Hardcopies**

- Event Schedules/Information Sheets for parents
- Athlete sign in sheets
- Volunteer sign in sheets
- Heat sheets / score cards
- Spreadsheet of events with blank column for scores & places
 - Have your volunteers fill in the scores as they go so your Awards Announcer can read the results off of it.
 - This can also be the coach's final record of the results.

➤ **Opening Ceremonies**

- PA System or Megaphone
- Torch
- Banners
- Ceremony music
- Athlete representative for athlete oath
- Representative to sing the National Anthem
- Opening statements from a Coach

➤ **Awards**

- Award stands
- Ribbons
- Pre-printed labels for ribbons (Athlete name and event)

➤ **Closing Ceremonies**

- Camera
- Congratulations to athletes
- Closing speech by a Coach

➤ **Other**

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