

Frostburg State University
Club Sports
Event Planning Form

All events hosted on campus on behalf of Frostburg State University must be approved by the Coordinator of Club Sports.

The following steps must be followed in order to receive approval for your club's special event

1. Clubs must complete the Special Event Planning Form. This form must be completed and submitted to the Coordinator of Club Sports at least 15 business days prior to the event. Events will not be approved and games and events will be canceled or forfeited if the deadline is not met.
2. Make an appointment with the Coordinator of Club Sports to go over the Special Event Planning Form.
3. After this meeting the Coordinator and Athletics staff will use this information to coordinate dates, times and and facility set-up. Modifications may be made and the club will be notified if changes occur.
4. It is the Clubs responsibility to stay in constant communication with the Coordinator of Club Sports throughout the entire process.
5. The event date and time will be finalized by the Athletic Department and the club will be issued a copy of the approved special event planning form.

Today' Date: _____ Name of Club: _____

_____ Date(s) of Event _____ Facility(s) Requested _____

	Day One	Day Two	Day Three
Set-up Time			
Event Start Time			
Event End Time			

_____ Activities during the event, visiting team, etc.

Club Member in Charge of Event

_____ Name (Please Print) _____ Student ID Number _____

_____ Phone Number _____ Alternate Phone Number _____ FSU e-mail address _____

What type of event are you proposing? _____
How many teams are you expecting? _____

How many total participants are you expecting? _____
How many total spectators are you expecting? _____

Finances

Are you charging an entrance fee? YES NO

If yes, what is the entry fee per team/person? _____

Do you have a refund policy for the event? If "yes", please explain. _____

Will you be charging different fees for different registration times? If "yes" please list the date of registration fee change and late fee: _____

Will entry fees be collected on site? YES NO

Will donations be collected on site? YES NO

Do you have a money bag/cash box or receipt book? YES NO

Who will be in charge of writing receipts and documenting all financial transactions at the event?

Name (Please Print)

Student ID Number

Phone Number

FSU e-mail address

Financial documentation should be completed immediately

Prizes, Awards, Equipment

Are you purchasing trophies or other awards? YES NO

Do you need to purchase equipment for this event? YES NO

If yes, please explain: _____

Personnel

What personnel will be required for the event? List the required amount of each.

Officials _____ Judges _____ Instructors _____

Other (please list) _____

Will personnel be paid? YES NO

Contracts, both contingent and volunteer must be submitted 14 business days prior to the event for all personnel.

Facility Maintenance

Set-up (Please list items needed for event.)

Trash removal is the responsibility of the host club. Remove all excess trash from grounds and binds located within and around the event facility. Failure to do so may result in a loss of facility usage for practice and special events.

Prior to the event the visiting team should know the following:

- Directions to facility
- Facilities and procedures
- Parking information
- Captain's/coaches meeting times
- Officials meeting times
- Game times
- Contingency plan
- Keep a list of captain's cell phone numbers

Concluding the event:

- Pickup all trash
- Breakdown all equipment and return to appropriate storage facility
- Account for all money collected on-site
- Turn in raised money and receipts to the Department of Athletics, Business Manager on the first business day following event.

I, the president for the _____ club, accept all responsibility for my club in hosting this event as listed in this document. I understand that failure to meet the event requirements listed in this packet and the club sports manual may result in suspension of event hosting privileges of this club in the future.

Signature of Club President

Signature of Club Vice President

Signature of Club Coach

Signature of Coordinator of Club Sports