Bowling Green State University Athletics-Game Day Operations Checklist



Men’s Soccer vs. \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Day Before Game | |
|  | Complete final script/send for review |
|  | Inventory bin |
|  | Gather Promotional Items/Tent for the game |
|  | Find halftime winner gifts (ex. Coupons/Frosty’s, T-shirts/Merchandise) |
| Day Of Game | |
|  | Print script and put scripts in bin |
|  | Organize cords for music and laptop; Make sure everything is ready to use and works |
|  | Hook equipment up to outlets inside press boxes |
|  | Test run to ensure sound is working |
|  | Set up Tent (Table, Table Skirt, Posters, Sharpies, Fall Sports Schedule Cards, Walkie Talkies, Wireless Mic, Side Screens for tent) |
| Post game | |
|  | Take equipment back to office |
|  | Organize gear for game (Only if another game the next day) |

**3 POSTIVES: STAFF:**

1.

1.

2. 2.

3.

3. 4.

**3 AREAS OF IMPROVEMENT: 5.**

1.

2.

3.

Sport Lead:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_