OSAA / OnPOINT COMMUNITY CREDIT UNION

# STATE CHAMPIONSHIPS

# Event Management Checklist

**Each school hosting a state championship contest must complete this form and send a copy to the guest school.** It is necessary to contact the guest school in order to confirm some of the information needed. Communication is vital to a successful contest and should take place as soon as the teams are finalized. In addition, some of the information may not apply to your school's facilities. If you have any questions, please call the OSAA office, 503.682.6722.

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: $11*** ***Students: $7***

**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 ***$11***. 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: Emergency Action Plan (EAP) Security Announcer Publicity of the game
    Field / Facility markings & equipment Submit scores on ***https://www.osaa.org***