



LAKEWOOD HIGH SCHOOL

Lakewood High School Game Management Checklist

Lead Up Preparations:

- ___ Opponent Verification (Time & Site)
- ___ Officials Verification (Time & Site)
- ___ Rosters Sent/Game Programs Prepared
- ___ Transportation (Number of Busses, Pick-Up & Drop Off)
- ___ Site Map Sent for Bus Parking/Team Locker Room/Gate Entry Point
- ___ Emergency Action Plan for site Sent to opponent/Passed to Coaching Staff
- ___ Press Notification Sent Out
- ___ Special Events Coordination/Conversation with AD/Coach

Game Workers:

- ___ Administrator In charge
- ___ Contest Manager
- ___ Crowd Supervision
- ___ Score Clock
- ___ Book
- ___ Athletic Trainer/Team Doctor
- ___ Announcer
- ___ Statisticians
- ___ National Anthem Presentation
- ___ Ticket Sellers/Takers
- ___ Officials/Judges
- ___ Concessions
- ___ Chain Crew (Football)
- ___ Video Camera Personnel
- ___ Security Personnel
- ___ Extra Event Personnel (Parking, Custodial, Etc.)

Facility/Site Preparedness (Week of/Day of Checks):

- ___ Field Striped/Lined
- ___ Game Balls Ready
- ___ Walkie talkies Charged/Checked
- ___ Public Address System Checked/Microphones
- ___ Pregame Music Checked/Prepared
- ___ Scoreboards Functioning/Possession Arrow Functioning
- ___ Check function of Lights/Press Box Power/Lights
- ___ Hospitality Preparation for Press Box/Game Workers
- ___ Emergency Action Plans Prepared for PA Announcer

- _____ Cash Boxes Prepared/Gate Lists/Pass Lists Prepared
- _____ Concessions Stocked
- _____ Tickets Prepared/Seating Signs Placed
- _____ Spectator Preparedness (Bleachers pulled out)
- _____ United States Flag Prepared for National Anthem
- _____ Down Markers/Pylons Set/Corner Flags/Net System/Goals in Place
- _____ Nets/Backboards/Net System Prepared
- _____ Team Benches/Chairs Set
- _____ Scorers Table Prepared
- _____ Video Boards Set (School Spaced Media)
- _____ Check Locker Rooms/Team Bathrooms
- _____ Officials Room Prepared (Towels, Drinks, Food)
- _____ Special Events: Homecoming Events, Halftime Recognition, Fundraiser
- _____ Water Coolers/Towels
- _____ Awards (Trophies/Ribbons/T-shirts)- Wrestling/Gymnastics/T&F/Softball Tourney

Pregame:

- _____ Meet Opposing Team/Coaching Staff
- _____ Meet Officials - Show to Locker Room/Relay any special events information
- _____ Meet Visiting Game Administration
- _____ Pregame Emergency Action Plan Review - Led by Athletic Trainer
- _____ National Anthem Preparation/Presentation of Colors
- _____ Starting Line-Ups Information Sheets

Halftime:

- _____ Officials Escorted to Locker Room - Drinks/Snack Prepared
- _____ 3 Minute/Game Resumption Warning

Post Game

- _____ Facility Clean-up/Chairs/Scorers Table Stored
- _____ Lock Up Press Box/Exit and Entrance points
- _____ Gate Receipts Counted/Deposited
- _____ Concessions Receipts Counted/Deposited
- _____ Lock Up Press Box
- _____ All Game Workers Payments/Signatures for Payments Secured/Distributed
- _____ Game Results Distributed - Twitter/Max Preps/Denver Post



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Game Worker Information

Event: _____

Date: _____

Administrator In charge: _____

Contest Manager: _____

Crowd Supervision: _____

Score Clock: _____

Book: _____

Athletic Trainer/Team Doctor: _____

Announcer: _____

Statisticians: _____

National Anthem Presentation: _____

Ticket Sellers/Takers: _____

Officials/Judges: _____

Concessions: _____

Chain Crew (Football) _____

Video Camera Personnel: _____

Security Personnel: _____

Extra Event Personnel (Parking, Custodial, Etc.): _____