



## UTC Club Sports Program Event Itinerary

Complete and return at least two (2) weeks in advance of each event.

Please list N/A for each field not applicable.

Club:	Event Title:
Event Date(s):	Beginning/Ending Times:
Reason For Event:	

### CONTACT INFORMATION

Event Coordinator:	Cell Phone Number:
Coordinator Email Address:	
Assistant Coordinator:	Cell Phone Number:
Assistant Coordinator Email Address:	

### EVENT SITE AND TIMES

Additional event sites can be listed on the back of this sheet.

Event Site 1:	Time of First Event:
Time Limit Per Event:	How Many Events:
Time Facility Staff Should Arrive:	Approx. Time Should Leave:
Time Club Members Will Arrive:	Approx. Time Should Leave:
Time Medical Personnel Should Arrive:	Approx. Time Should Leave:

Event Site 2:	Time of First Event:
Time Limit Per Event:	How Many Events:
Time Facility Staff Should Arrive to Open:	Approx. Time Should Leave:
Time Club Members Will Arrive to Set Up:	Approx. Time Should Leave:
Time Medical Personnel Should Arrive:	Approx. Time Should Leave:

### GENERAL INFORMATION

Registration Coordinator:	Registration Time:
Will Money be Collected:	
Will Spectators be Present:	If yes, Approx. How Many:
Will There be a Lunch Break:	If yes, Approx. What Time:

### ADDITIONAL COMMENTS/CONCERNS

## **Layout**

Draw the layout of the field/courts/facilities with any chairs, tables, tents, water stations, goals, benches, and field markings needed. Please note any additional needs. If you do not put it down, it will not magically appear.