

APPENDIX H
College of William and Mary Campus Recreation
HOME EVENT CHECKLIST

For All Facilities

Several weeks prior to event

- _____ Submit Event / Activity Registration (Appendix A)
- _____ Receive confirmation from Campus Rec with Date and Time of event

For Indoor Facilities (Adair and Rec Center)

One week prior to event

- _____ Confirm use of locker room space (if applicable)
- _____ Arrange for pick-up of requested equipment (NOTE: Equipment must be picked up on Friday before 3:00 pm for weekend events!)
 - _____ Table(s) & Chairs
 - _____ Water-Coolers
 - _____ First-Aid Kit
 - _____ Manual Scoreboard
- _____ If putting tape down, confirm with Campus Rec you are using the proper tape.

For Busch Grass / Turf

One week prior to event

- _____ Check goals / nets to make sure they are in good working condition
- _____ Confirm use of lights (if applicable)
- _____ Arrange for pick-up of requested equipment (NOTE: Equipment must be picked up on Friday before 3:00 pm for weekend events!)
 - _____ Table(s) & Chairs
 - _____ Water-Coolers
 - _____ First-Aid Kit

For IM / Barksdale Fields

One week prior to event

- _____ Check goals / nets to make sure they are in good working condition
- _____ Check field conditions.
- _____ If field needs mowing, request this with SCC at least 7 days in advance.
- _____ Arrange for pick-up of requested equipment (NOTE: Equipment must be picked up by 3:00 pm Friday for weekend events!)
 - _____ Table(s) & Chairs
 - _____ Water-Coolers
 - _____ First-Aid Kit
 - _____ Field Lining Equipment

