

STUDENT ACTIVITIES DEPARTMENT

GAME DAY OPERATIONS EVENT _____ DATE _____

- ☐ School & Officials Confirmation (advanced schedule confirmation)
- ☐ Game Day Information Sheet including special events (emailed one week prior to school, officials, workers, coaching staff)
- ☐ Ticket Takers & Money Box _____
- ☐ Announcer _____
- ☐ Scoreboard Operator/Timer _____
- ☐ Official Scorer _____
- ☐ Game Manager _____
- ☐ Supervision _____
- ☐ Line/Finish Judges/Chain Crew _____
- ☐ Concessions Confirm _____
- ☐ National Anthem & Flag _____
- ☐ Student Ambassador _____
- ☐ Officials Confirmation & Forms _____
 - ☐ Hospitality Food, Drinks, & Towels
 - ☐ Day before Game Day Text: Arrival Time Confirmation (AM)
 - ☐ Day before Game Day Phone Call: If no text response (Noon)
- ☐ Program & Rosters
- ☐ Locker Room Keys
- ☐ Event Set-Up
 - ☐ Check Microphone
 - ☐ Check Scoreboard
 - ☐ Computer (Press Box)
- ☐ Building & Grounds/Custodial Reminder