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
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.): ________________________________