

<p style="text-align: center;"><b>AREA / LOCAL COMPETITION - EVENT CHECK LIST (CCL)</b></p> <p style="text-align: center;"><b>NOTE: Some items on list for your event may not be required.</b></p>	<p style="text-align: center;"><b>GMT Assignments</b></p>	<p style="text-align: center;"><b>Use this column to insert "x" in box when tasks have been completed. Insert "n/a" if not applicable.</b></p>
<b>PRE-EVENT PLANNING</b>		
Build GMT (Games Management Team) and begin meeting	Event Director	
Review budget	Admin	
Identify sports to offer at event	Sports	
Select event dates	Event Director	
Determine style of event single as explained in guide	Sports	
Complete and submit Local/Area Sports Event Approval Form	Event Director	
Complete venue site visit - before contract	GMT	
Schedule venue - secure	Venue	
Secure Contract and Insurance for venue if required	Venue	
Confirm "day of" opening times of venue and venue contacts: onsite custodian / facility manager	Venue	
Identify VENUE site locations: COMMAND CENTER / CHECK IN / MEDICAL / AWARDS / LUNCH / RESTROOMS / COMPETITION AREAS	Event Director	
With all managers assistance, identify and build list of all volunteer roles and numbers	Event Director	
Build volunteer list as they sign up - confirm credentials - process volunteers needing credentials. See VOLUNTEER section below for more responsibilities	Volunteer	
Build "day of" schedule: time between games / time allowed for each game / breaks / awards	Sports	
Identify, confirm, approve (local - program) information to be displayed at event	Administrative	
Develop medical measures - see MEDICAL AND EMERGENCY SERVICES below	Medical and Safety	
Develop safety measures - see RISK MANAGEMENT section below	Medical and Safety	
Schedule and host Coaches call/meetings	Event Director	
Review and understand sports specific rules - found in addendum	Sports	
Prepare Coaches/Information packets for distribution - includes registration instructions and forms	Administrative	
Build coaches list from registration	Administrative	
Process participants from registration - confirm ARF for athletes and UP credentials	Administrative	
Determine award structure - secure kinds of awards if needed - see AWARDS section below	Administrative	
Order and display merchanside if providing	Administrative	

With GMT assistance, develop LOI (List Of Items) for event	Event Director	
Develop event equipment list - acquire or purchase needed equipment	Sports	
Confirm condition of equipment and clearly mark who it belongs to	Sports	
Identify and rent needed support equipment (tents, tables, chairs, restrooms, etc...)	Event Director	
Before event, send each program/team a delegation report for review and corrections	Administrative	
Division event if a competition style - for assistance use BKAT formulas in addendums	Sports	
Before event, send final divisions, schedules and delegation reports to programs/teams	Administrative	
Determine required venue signage is available and in good condition see VENUE SIGNAGE section below	Venue	
Develop overview venue map - mark site locations. Sent to programs/teams in advance of event and available at COMMAND CENTER.	Event Director	
Develop Fact Sheet for day of event distribution. Contains schedule, general information and instructions for all participants and spectators	Administrative	
Build Command Box (Refer to Command Box Breakdown sheet)	Administrative	
Secure athlete medical reports for on-site medical team	Medical and Safety	
Notify media of upcoming event	Event Director	
Secure access to music playlist for event	Event Director	
Secure American Flag	Event Director	
<b>AWARDS - if applicable</b>		
Results clearly posted at venue	Event Director	
Correct number of awards on-hand	Event Director	
Special Guests used to present awards - place award around neck of athlete	Event Director	
Special Olympics script for award presentation followed	Event Director	
Efficient flow of athletes from competition to awards area	Event Director	
Awards presented as soon after competition as possible	Event Director	
Appropriate sound system used to highlight the awards presentation	Event Director	
Appropriate music used for the awards presentation	Event Director	
Awards stand clearly visible from the spectator seating area	Event Director	
<b>MEDICAL &amp; EMERGENCY SERVICES</b>		
Connect with local emergency services prior to competition to inform them of the event	Medical and Safety	
Certified and trained Medical Team members identifiable, visible, and easy to locate at venue	Medical and Safety	
Medical station clearly marked, visible and easy to locate	Medical and Safety	
Stocked medical kits on site with easy access at (COMMAND CENTER - MEDICAL STATION)	Medical and Safety	

Each Medical Team member has personal medical/first aid kit on their person	Medical and Safety	
Medical Team has immediate access to Medical forms and Parental Releases	Medical and Safety	
Medical Team is knowledgeable of evacuation route	Medical and Safety	
Ambulance on-site or on call	Medical and Safety	
<b>PUBLIC ADDRESS SYSTEM</b>		
Athletes, officials and spectators able to hear sound the system	Event Director	
Information clearly announced and in a timely fashion	Event Director	
Appropriate music (playlist) effectively used during competition	Event Director	
<b>RISK MANAGEMENT</b>		
Crisis Management Plan developed and active for venue - posted at event	Medical and Safety	
Risk Management Plan developed and active for venue - posted at event	Medical and Safety	
Emergency Evacuation Plan developed and active for venue - posted at event	Medical and Safety	
All staff knowledgeable of emergency, evacuation and crisis plans for venue	Medical and Safety	
Teams received emergency procedures before the games - COACHES or INFORMATION PACKET	Medical and Safety	
Communication technology (phones, radios) on site for emergency use	Medical and Safety	
Event management teams know how to get help fast	Medical and Safety	
Line of communication for venue established and shared with GMT & Volunteers	Medical and Safety	
COVID PROTOCOL defined and applied	Medical and Safety	
<b>VENUE SIGNAGE - locations clearly marked</b>		
Athlete Check-in	Venue	
Courts / fields	Venue	
Venue entrance	Venue	
Awards area	Venue	
Drop-off & Pick-up signs	Venue	
COMMAND CENTER - Event Information	Venue	
Medical	Venue	
Healthy Athletes	Venue	
Merchandise	Venue	
Area (local / program) INFORMATION	Venue	
Restrooms	Venue	
Results posting area	Venue	

Spectator seating	Venue	
Event Staging area	Venue	
Volunteer Check-in	Venue	
COVID PROTOCOL signage	Venue	
Wellness station	Venue	
SOWA general branding - signs consistently contain correct SOWA branding	Venue	
Overall condition of signage - in good shape and look	Venue	
<b>VENUE LAYOUT &amp; OPERATIONS</b>		
Post all signage	Support Services	
Set up venue before event - work with venue and sport managers	Support Services	
Determine adequate parking and mark clearly	Support Services	
Secure ample water for athletes - water stations, bottled water, drinking fountains, etc.	Support Services	
Venue is safe and free of hazards	Support Services	
Adequate number of waste containers in place	Support Services	
<b>ORDER OF EVENTS</b>		
Coaches meeting set before National Anthem	Sports	
National Anthem to be played before event begins	Event Director	
Event schedule secured	Event Director	
<b>FOOD</b>		
Lunch preparation determined	Admin	
Food secured and meets Special Olympics' food guidelines	Admin	
Concessions secured and available	Admin	
Wellness station secured	Admin	
<b>MERCHANDISE</b>		
Variety of selection is secured	Admin	
Presentation of merchandise determined	Admin	
Ability to accept all payment-types	Admin	
Location for Merchandise Table secured	Admin	
<b>VOLUNTEERS</b>		
All volunteers received in advance Special Olympics general training	Volunteer	
All volunteers received in advance sport specific training if role requires	Volunteer	

Volunteers clearly identified - vests, shirts, lanyards, stickers, etc.	<b>Volunteer</b>	
All volunteer positions assigned	<b>Volunteer</b>	
All volunteers are knowledgeable in their role	<b>Volunteer</b>	
Adequate amount of volunteers for each area	<b>Volunteer</b>	
Officials clearly identified - vests, shirts, whistles, etc.	<b>Volunteer</b>	
Adequate officials / refs for competition	<b>Volunteer</b>	
<b>EQUIPMENT</b>		
Adequate equipment for competition - nets, balls, flags, cones, etc	<b>Sports</b>	
Competition equipment in good condition	<b>Sports</b>	
Equipment clearly marked as belonging to "owners"	<b>Sports</b>	
<b>HEALTHY ATHLETES</b>		
Venue location secured	<b>Event Director</b>	
<b>AREA (Local / Program) INFORMATION</b>		
Location for AREA INFORMATION table secured	<b>Event Director</b>	
Material to be displayed secured	<b>Event Director</b>	
<b>POST-EVENT WRAP UP</b>		
Venue left in good condition	<b>GMT</b>	
All results updated into GMS - if applicable	<b>Administrative</b>	
Results posted on webpage within 48hr of competition	<b>Event Director</b>	
Email sent out to Coaches, GMT, and Staff within 48hr, reviewing the competition	<b>Event Director</b>	
Thank you emails sent out within 48hr of competition	<b>Event Director</b>	
Equipment properly placed back into storage, returned to rental company / whomever	<b>Sports</b>	
Invoices processed in a timely manner	<b>Administrative</b>	