



OSAA / OnPOINT COMMUNITY CREDIT UNION  
**STATE CHAMPIONSHIPS**  
**Event Management Checklist**



**Each school hosting a state championship contest must complete this form and send a copy to the guest school.** It is necessary to contact the guest school in order to confirm some of the information needed. Communication is vital to a successful contest and should take place as soon as the teams are finalized. In addition, some of the information may not apply to your school's facilities. If you have any questions, please call the OSAA office, 503.682.6722.

1. \_\_\_\_\_ vs. \_\_\_\_\_ Sport: \_\_\_\_\_ Class: \_\_\_\_\_
  2. Location of game \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_
  3. Names of Principals: Host \_\_\_\_\_ Visitor \_\_\_\_\_
  4. Names of Athletic Directors: Host \_\_\_\_\_ Visitor \_\_\_\_\_
  5. Names of Head Coaches: Host \_\_\_\_\_ Visitor \_\_\_\_\_
  6. Others:
    - Host \_\_\_\_\_ Visitor \_\_\_\_\_
    - Host \_\_\_\_\_ Visitor \_\_\_\_\_
  7. Contact persons in charge of event:
    - Host \_\_\_\_\_ Phone \_\_\_\_\_
    - Visitor \_\_\_\_\_ Phone \_\_\_\_\_
  8. Seating plan sent to visiting school? Yes No Seating capacity \_\_\_\_\_
  9. Number of tickets available to visiting school \_\_\_\_\_
  10. General Admission Ticket Prices: **Adults: \$10 Students: \$6**
- OSAA Reserved Seating Policy:** Only schools offering reserved seating for regular season games may sell reserved seats for playoff games. Schools cannot increase the price of reserved seats for the playoffs. Regardless of what the school charges, the OSAA must receive their regular ticket price of **\$10**. If schools have not had reserved seating during regular season play, they may not institute such a policy for playoffs.
11. Time ticket gates will open \_\_\_\_\_
  12. Dressing room location \_\_\_\_\_
  13. Location of visiting team bench \_\_\_\_\_
  14. Color of uniforms: Host \_\_\_\_\_ Visitor \_\_\_\_\_
  15. School colors: Host \_\_\_\_\_ Visitor \_\_\_\_\_
  16. Was program information sent to host school? Yes No
  17. Introduction of Players? Yes No If yes, time \_\_\_\_\_
  18. National anthem to be played by \_\_\_\_\_ Time \_\_\_\_\_
  19. Host school band present? Yes No
  20. Visiting school band present? Yes No
  21. Halftime entertainment provided by host school? Yes No Length of performance \_\_\_\_\_
  22. Halftime entertainment provided by visiting school? Yes No Length of performance \_\_\_\_\_
  23. Concession(s) available? Yes No
  24. Athletic Trainer, EMT or Doctor present or on call? Yes No
  25. Parking location(s) for team and spectator buses \_\_\_\_\_
  26. Cultural and socio-economic issues discussed?
  27. Other items of concern:
 

Emergency Action Plan (EAP)	Security	Announcer	Publicity of the game
Field / Facility markings & equipment		Submit scores on <a href="https://www.osaa.org">https://www.osaa.org</a>	