

District Tournament/Host Site Responsibilities/Considerations

Prep Item	Explanation	Who is responsible
Score table/Timer/Gate	List of people to cover event	School and DO
Officials Room	Space designated - close to gym if possible	School
Rooming Lists	Lists of attending students and coach/chaperones by gender	DO will gather and work with site to assign
Maintenance and Cooke Schedules	May need extra help to cover work (DO covers extra cost)	School
Memorabilia Sales	Sales of Apparel and other items	DO orders (usually) School group sells and keeps profit
Hospitality Room	Baked goods, native food, crockpots, snacks, Person(s) to oversee	DO provides basics/host community fills in
Gym/Facility ready, safe, and prepared.	Event - specific items checked in	School/DO assists
PA System	Functional PA	School/DO assists
Scoreboard	Functions Correctly	School
Concessions	What, When, Where (Student Store, Other)	School
Local contact lists	Clinic, Police, Stores	School/DO if in UNK
General School Rules	Included in packet	School
Classroom expectations	Reminders for visitors	School
Message Board	Usually by office	School
Banners/Welcome signs in gym	Team Signs	DO/School(s)
Anthem	Local groups	School/DO
Banner Materials for visiting teams	Large paper, markers, paint	School
Private weight-in area	For Wrestling	School

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Transportation	Pick-up/Drop-off Airport	School/DO if in UNK
Medical Supplies	Med Kit/Ice	School/DO
Water	Coolers/Individual	School/DO
Entertainment	During Event/Dance/Other	DO/Host School
Award Stand (Wrestling only)	Stand in UNK basement	School
Championship Night Intro.	Light/Music	DO/School assist
Health Care	Health Aide Schedule	DO
Tournament Food/Consumables	Extra Food needed/Special items (snacks)	DO
Brackets/Schedule/Printed Mat.	Packet/Wall/Program	DO
Results	Daily/End of Event	DO
Officials (Other than above)	Game/Match Officials	DO
Broadcast/Media	Radio/Internet	DO
Travel	Schedules	DO
Snacks	Distributed nightly to teams	DO
Awards	Trophies/Medals/Plaques	DO
Table Items	Pencils/Scorebooks/ Rulebooks/Additional Timers/ Specific Items	DO