District Tournament/Host Site Responsibilities/Considerations

Prep Item	Explanation	Who Responsible
Score table/Timer/Gate	List of people to cover event	School/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 Cook schedules	May need extra help to cover work (DO covers extra cost)	School
Memorabilia Sales	Sales of Tshirts/Hoodies/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	School/DO assist
PA System	Functional PA	School/DO assist
Scoreboard	Functions correctly	School
Concessions	What/When/Where – Student Store/Other	School
Local contact lists	Clinic/Police/Shopping	School/DO if 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)
Invocation/Benediction/Anthem	Local groups?	School/DO
Banner Materials for visiting teams	Large paper, markers, paint	School
Private weigh-in area	For wrestling	School
Transportation	Pickup/Drop off Airport	School/DO too if in UNK
Medical Supplies	Med Kit/Ice	School/DO
Water	Coolers/Individual	School/DO
Entertainment	During event/Dance/Other	DO/Host assist
Award stand (Wrestling only)	Stand in UNK basement	School
Championship Night Introductions	Light/Music	DO/School assist
Health Care	Health Aide schedule	DO
Tournament Food/Consumables	Extra food needed/Special Items	DO
Brackets/Schedules/Printed Mat.	Packet/Wall/Programs	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