



## **HOME FOOTBALL EVENT CHECKLIST**

### **FIELD:**

- Yard markers, pylons, chains
- Goal post pads
- Charge play clocks (plug in for back-up)
- Benches (2 on each sideline)
- American Flag (JROTC also presenting colors at games)
- Football equipment moved off on outside of track
- 4 A-frame signs (NO SPECTATORS IN THIS AREA)
- Field Sweep & Trash sweep on Gator

### **GATES & TICKET BOOTHS:**

- Home Gate
  - 2 tables
  - 1 canopy tent (large purple)
  - 3 wand metal detectors
  - Signs:
    - Home Gate (outside walk)
    - Home Ticket Gate
    - VIP Parking (Booster Club parking lot)
  - Ticket Booth
    - 3 cash boxes and rolls of tickets
- Pass Gate (AK Athletic Boosters)
  - 2 small tables
  - 1 chair
  - 1 canopy tent
  - 1 wand metal detector
  - Signs:
    - VIP/Season Pass Gate
  - AK Athletic Boosters & VIP Pass List (w/ clipboard & pen)
- Visitors Gate
  - 1 table
  - 1 canopy tent
  - 2 wand metal detectors
  - Signs:
    - Visitors Ticket Gate
  - Visitors Pass List (w/ clipboard & pen)
  - Ticket Booth
    - 1 cash box and 3 rolls of tickets
- Service Gate
  - 1 table
  - 2 chairs
  - 1 canopy tent
  - Signs:
    - Service Gate
    - Team Bus/VIP Parking
  - Service Gate Pass List (w/ clipboard & pen)

### **PRESS-BOX:**

- Scoreboard/Clock control box
- P.A. system and microphones operational
- Neptune GameTime System
- Computer for Marquee Board
- Chairs
- Air Conditioning turned on
- Game Day Timeline
- Game Day Scripts (P.A. announcements)
- Walkie-Talkie for crew
- Team Rosters
- Cooler w/ Waters

### **FIELD HOUSE LOCKER ROOMS:**

- Home Locker Room
  - Double check that football coaches have locked all exterior doors when they come out
- Visitor Locker Room
  - Make available upon request
  - Cleaned
  - Double check that all appropriate doors are locked to deny access to other parts
- Officials Rooms
  - Cleaned
  - Chairs
  - Cooler (w/ ice & water)
  - Game Day Timeline & Team Rosters
  - Officials Microphone Pack