# Event Information as Hosts

When hosting an on campus event, clubs must copy the Program Coordinator of Club Sports on any facility requests. Any tournament involving more than 1 school must be approved by the Program Coordinator of Club Sports. These events may require additional insurance coverage. Remember you are responsible for the visiting teams’ behaviors on campus.

**The following is information that you should supply to team(s) coming to visit UC to play.**

**Medical Care –** if medical care is needed, calling 556-1111 or 9111 will get emergency medical care to the scene of the need. The closest hospitals are Good Samaritan on Clifton Avenue (3217 CLIFTON AVENUE.) and University Hospital off of Highland Avenue (address: [234 GOODMAN STREET CINCINNATI, OH 45219](http://universityhospital.uchealth.com/maps-directions/)). An injury report should be completed for any accident that occurs and the Program Coordinator, Club Sports should be called, if there is a transport from an event (812.219.1302).

**Hotel Information** – The following is a list of hotels with prices listed close to $100 a night or less that in close proximity to UC. There are more choices, these are just a select few.

* Hampton Inn and Suites Cincinnati (.7 miles away) – (513) 306-4455, 3024 Vine Street  Cincinnati, OH 45219
* Budget Host Town Center Motel (1.1 miles away) – (513) 559-1600, 3356 Central Parkway  Cincinnati, OH 45225
* The Garfield Suites Hotel (1.8 miles away) – (513) 421-3355, 2 Garfield Place Cincinnati, OH 45202
* Ramada Cincinnati OH (1.9 miles away) – (513) 241-8660 800 West 8th Street, Cincinnati, OH 45203
* Comfort Inn & Suites Cincinnati (2.3 miles away) - (513) 242-1010 130 West Mitchell Avenue, Cincinnati, OH 45217

**Parking Information** – be sure to ask the facility manager or contact – where team vans can park. All personal vehicles must be parked in garages on campus or street parking that is available close to campus. Parking **Information for Team Vans** (if cleared with athletics) – for games at Nippert and Gettler team vans can possibly park in the space in the tunnel leading to Nippert.

### Event Checklist

## Checklist for Club Sports Groups hosting an event: So you are hosting an event – now what? The following provides a checklist of items to run through prior to the event.

* Activity Space Requested
* Activity Space Approved
* Any other details with facility and needs (i.e. tables (?), lining fields, goals)
* Association – Is your association providing or requiring anything regarding the event?
* Develop an Event budget
* Provide Waivers to the Visiting Teams (we have a Group Waiver) on the Resource Page
* Parking Arrangements for Team Vans (if needed)
* Contact Cathy Krumpelbeck at 556-4923, cathy.krumpelbeck@uc.edu
  + Security & Emergency Personnel needed for the event – must check (\*note there are costs to this)
* Contact Cathy Krumpelbeck at 556-4923, cathy.krumpelbeck@uc.edu
  + Notify visiting clubs of the following items and things to consider:
  + Parking arrangements for teams and spectators
  + Provide local information to clubs, which should include
* Hotel accommodations (see packet provided by Program Coordinator)
* Emergency information – closest hospital
* Preliminary game schedule
* Is there a registration deadline to communicate?
* Get main point of contact for each team (cell phone, email, twitter) to communicate any last day needs (for instance if game is cancelled due to weather are you able to call or tweet at…etc.)
* Officials - are teams splitting the cost of officials?
* Find out if they need a receipt or invoice – if registration fees  or officials fees are charged
* Advertising – see the Club Sports Board Handbook for details on advertising options on campus. There are spaces available on Mainstreet through TUC and SALD to advertise your events.
* *Selling – currently we are not able to sell items at an event. In the future this may change.*
* Checks – remember if you need a check to pay for anything. This requires approximately 10 business days to receive from accounts payable, if paying from your CSB account.

### Day Of the Event Needs:

* Clean-up and Set Up – coordinate cleanup and setup. Groups can be charged extra if all of the trash is not bagged and ready for pick-up. Please check the bleachers prior to leaving the fields.
* Will food be served or sold? If you plan to grill at the event, you must contact Fire Prevention Unit at 513-556-4934 for food permits and clearance. If a grill permit is not obtained, groups are subject to citation.
* **Resources:**

o    You can check out a 6 foot table, 2 chairs, flip scoreboards, a lockbox, and water coolers from SALD. Contact the Program Coordinator a week prior to the event to coordinate.

o    Is your first aid kit stocked?

o    Do you need a lockbox?

·         Receipt Book (if needed) or receipt template - see [Google doc](https://docs.google.com/spreadsheet/pub?key=0AqVc5jej38YrdE95WV9sVFhnUHUwMi1nVENTZkF1VGc&output=html)

·         Paperwork: Accident Reports, Waivers, and Information to deliver to the groups

·         Review the following regarding the facility that you will be using:

·         Facility policies

·         Certificate of Insurance

·         Signage policies

·         Visiting Team Waivers

[Map to provide of UC’s Campus and Hospital](https://maps.google.com/maps/ms?msid=208332879674781841158.0004df5f33f8a591d9201&msa=0&ll=39.131458,-84.506536&spn=0.021705,0.032487):

