



Women's Volleyball National Championship Opening Round Host Checklist

**This should be used as a guide to help think through different items, but some may not be necessary for all sites.*

ITEM	PERFORMED BY	COMMENTS
Concessions		
Facility Preparation		
Portable Basketball Stands must be removed!		
Net Setup		
Receive championship volleyballs balls, inflate/check		
Locker Rooms		
Bench Towels		
Television/webcasting Hookup		
Radio Hookup		
Telephone Lines		
Security		
Signage		
Electrician		
Safety check of venue and general area		
Cheer/Band area set		
Housing		
Teams		
Officials		
Media		
Phone		
Computer		
Copies		
FAX		
Press Box List		
Scripts		
Medical - Host		
Athletic Trainer		
Physician		
Ambulance		
Supplies		
Merchandise Sales (official NAIA vendor)		
Official Party Info		
Roster (20 athletes, 5 support staff)		
Team Athletic Trainer/Physician		
Bands		
Cheerleaders		
Certificate of Clearance		
Officials –		
R1/R2, line judges		

ITEM	PERFORMED BY	COMMENTS
Scorekeeper/statistician		
2-3 Individuals to assist with in game 3-ball rotation		
Teams can record from endline view for Hudl		
Game fees		
Lodging (see housing)		
Transportation		
Pre-game meeting		
Program Production and Sales		
Practice Schedule		
Staffing		
Host Institution Coordinator		
Facility Coordinator		
Sports Information Director		
PA Announcer		
Statisticians		
Ball control		
Venue (security, concessions, merchandise, ushers, field attendants, etc.)		
Volunteers		
Sponsorships		
Team Meeting		
Information to be covered		
Tickets		
Advance Sales		
Game Day		
Auditing		