

Gym/Indoor Activities Checklist

Pre-Game

- Workers for game
- Checks for officials
- Checks for security
- Equipment for gym (PA and scoreboard)
- Video tape for game taping
- Tickets sales at school
- Cash box – tickets
- Transportation
- Pep rally
- Announcements – promote game, etc.
- Pre game/half time activities (band, dance teams, cheerleaders etc.
- Locker room assignments (visiting teams, officials)

Game

- Pay officials
- Pay workers
- Pay security
- Ticket sales (change and tickets)
- Crowd control and awareness
- Seating assignments

Post-Game

- Game report (financial)
- Comments on game
- Call in scores (win or lose)
- Go to bank (night deposit) after game
- Close down and secure building
- Crowd control for fans, teams, and officials dispersal