

One Day Carnival Checklist

A checklist guide to ensure you have all the information to assist you with managing a sporting team for a one off carnival event.

PRE CARNIVAL

Distribute Carnival Dates/Times/Budget/Expectations

Confirm Player/Parent Availability

Confirm Carnival

Date

Address/Location

Start Time/Finish Time

Parent Roster

Uniform

Meeting Place/Tent

Food/Hydration

Money

Confirm Player Transport

First Aid Equipment

Injury/illness

Equipment

Spare Uniforms

Umpire/Referee

Receive Payment

POST CARNIVAL

Parent/Player Acknowledgment

Result/Achievement

Volunteers

Return First Aid Equipment

Return Equipment

Referee/Umpire Acknowledgment

Thank you

Payment

Advise Club/Association of result

Include in Final Report

Follow up on injury/illness

Confirm Training or Amendments

CARNIVAL

Set up Area – tent

Weather

Players

Coach

Managers Meeting

Umpire/Referee

Signed in

Officiate own team

Draw/Order of events

Court/Field Allocation

Warm up Area

Timing/Scoring roster

First Aid Tent

Facilities

Player Movement

Inform Manager – going and return to facilities

Parents

Nutrition

Snacks

Lunch break

Hydration

Refills

Water Bottle Carriers

Keep Informed

Points table

Player on court/field time

Injuries/Illness

Weather

Parents

Collect Equipment

Presentations

Clean up area