



2023 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 | | |
| 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 (16 athletes, 5 support staff) | | |
| Team Athletic Trainer/Physician | | |
| Bands | | |
| Cheerleaders | | |
| Certificate of Clearance | | |
| Officials – | | |
| R1/R2, line judges | | |
| Scorekeeper/statistician | | |

| ITEM | PERFORMED BY | COMMENTS |
|--|--------------|----------|
| 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 | | |