



Elizabethtown College

# 2020-2021 ACADEMIC YEAR ATHLETIC CLINICS

## PLANNING CHECKLIST & DEADLINES

The following checklist is provided to assist you with our specific deadlines for information.

Clinic Name: \_\_\_\_\_

Date(s) of Clinic: \_\_\_\_\_

	ITEM	DUE DATE	Check if Completed
1.	<b>Requesting Location(s) and/or Resource(s) in 25Live and receive Confirmation</b> Locations must always be reserved, but if any additional resources are needed, they must be added to the initial request and approved (i.e., additional tables/chairs, podiums, catering/meals, tech. help, etc.)	As far in advance as possible, but no later than 60 days before event	
2.	<b>Complete Minors on Campus Form</b> Completed and sent to Special Events and Summer Programs Office via mail or <a href="mailto:sesp@etown.edu">sesp@etown.edu</a>	30 days before event	
3.	<b>Registration Information</b> <ul style="list-style-type: none"> <li>• Adult Participant Information &amp; Waiver ____</li> <li>• Minor Participant Information &amp; Waiver ____</li> </ul> Clinic/Program directors will be responsible for collecting participant waiver forms.	30 days before event	
4.	<b>Guaranteed Meal Count</b> If planning to utilize the Marketplace Dining Facilities and/or utilizing on-campus Catering for any meals <ul style="list-style-type: none"> <li>• Marketplace: Info goes to Sherry Dunbar</li> <li>• Catering: Info goes to Samantha Brant</li> </ul>	14 days before event	
5.	<b>Setup Requests</b> Contact Beth Graham for any additional setups needs not already in the space (tables, chairs, etc.)	14 days before event	
6.	<b>Admissions Presence</b> Reach out to Admissions Office (x1400) to request an Admissions representative OR info table	14 days before event	

*Special Events & Summer Programs  
Facilities Management ~ Elizabethtown College  
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