**VARSITY FOOTBALL GAME DAY updated 10/20/15**

**WHO WHAT BY WHEN**

\_\_\_ AD Zone Protector on Track 1 day before 1st game

\_\_\_ AD Sprinklers turned off 1 day before game

\_\_\_ AD/KIDS Field markers/pads 2:00pm

\_\_\_ AD/KIDS Down box and Chains 2:00pm

\_\_\_ AD/KIDS 25 second clock with mat and extension cords 2:00pm

\_\_\_ AD Communicate with custodians 2:30pm

\_\_\_ CUST Key for score clock and power to clock on 3:00pm

\_\_\_ CUST Key for lights and lights on VARIES BY DAYLIGHT

\_\_\_ CUST Flag VARIES BY DAYLIGHT

\_\_\_ CUST Light for flag VARIES BY DAYLIGHT

\_\_\_ CUST Press box open, cleaned 3:00pm

\_\_\_ CUST Game clock in place and tested 3:00pm

\_\_\_ CUST Microphones and extra batteries 3:00pm

\_\_\_ AD KNIGHT flags up near press box (and around fence) 3:00pm

\_\_\_ AD Flagging on hill 3:00pm

\_\_\_ AD Cones for tailgate area 5:00pm

\_\_\_ CUST Ticket booths 5:15pm

\_\_\_ CUST Tables for booster club 5:15pm

\_\_\_ CUST Lock inside doors by lower west entrance. Be sure 5:15pm

 outside doors are unlocked and restrooms open

\_\_\_ CUST Lock front doors AFTER Ticket takers are in place

\_\_\_ CUST Whiteboards for both teams 5:00pm

\_\_\_ CHEER Ropes/poles for student section 5:30pm

\_\_\_ AD Program info, water, food for press box(START CLOCK) 6:00pm

\_\_\_ AD Water, towels, treats for officials 6:00pm

\_\_\_ AD Start game clock 60 minutes before kick-off 6:00pm

**AFTER GAME**

\_\_\_ CUST Score clock

\_\_\_ CUST Microphone

\_\_\_ CUST Press box, cleaned up, locked up, and power off

\_\_\_ AD Yard markers picked up and goal post pads put away

\_\_\_ AD Down markers returned

\_\_\_ AD Flags put away by press box

\_\_\_ AD Flags put away on hill

\_\_\_ CUST Get ropes/poles put away

\_\_\_ CUST 25 second clock with extension cords put away

\_\_\_ CUST Put away booster club tables

\_\_\_ CUST Lights turned off

\_\_\_ CUST Clean officials room (**towels to laundry room**)

\_\_\_ CUST Put away whiteboards and pens