CLUB NAME _____________________________________  DATE___________________________

Email of person Submitting:  ________________________________________ Phone: ____________________
(This is the person we will be contacting!)

FACILITY DESIRED (be specific)________________________________________________________________

FACILITY DESIRED (2nd choice)________________________________________________________________

DAY/DATE(S)       TIME(S)

FIRST CHOICE       (A)______________________                    (A)_________________________________

SECOND CHOICE  (B)______________________             (B)_________________________________

TYPE OF ACTIVITY PLANNED (please describe your event in detail):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

• Will entrance fees be charged? If so, how much and how collected? Who is collecting (a Yale club or your league)?

• Identify your equipment needs and how you will meet them

• Request or plans for showering

• Number of teams to be invited

• List Schools invited

• Number of participants expected

• Nature of participants (i.e. students, non-collegiate, etc.)

• Number of spectators anticipated

ADDITIONAL REQUISITIONER’S COMMENTS:
*DO NOT INVITE TEAM(S) OR SCHEDULE AN EVENT UNTIL FACILITY IS SECURED.  
*THIS EVENT CAN BE CANCELED BY ADMINISTRATION DUE TO INCLEMENT WEATHER, SHUTDOWNS OR OTHER UNIVERSITY DEMANDS.

*PLEASE SCHEDULE A MEETING WITH THE CLUB SPORTS DIRECTOR TO REVIEW A CONTEST MANAGEMENT PLAN.

Reviewed by Club Sports Office _________________________________ Date_____________

Reviewed by Facility Director ___________________________________ Date ____________

Facility Available for use? YES/NO

Revisions______________________________________________________________________  
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Approved by Club Sport Director________________________________ Date _____________