



## ***Advance Checklist***

### ***Hotel Meeting***

Friday Morning pre-con meeting at the hotel

Do walk through based on itinerary...start with bus arrival, then check in, meals, etc.

Bus Parking Location overnight

Room key distribution (Players A-L, M-Z; Staff A-L, M-Z)

Make sure check-in has a flow....must be clear division between staff and players

Be sure the staff gets HFC and AD to their rooms promptly

Be sure elevators are held for team's arrival (is there an alternate route?)

Check for Distractions (other conferences, events, repairs, etc.?)

Meal Preparation (emphasize meal regulations and dietary restrictions)

Coaches Amenities (in-room snack baskets, drinks)

Meeting Rooms (proper A/V, room layout, white board materials, room temperatures)

Make sure set-up in meal and meeting room match the diagram

Taping area/Tables (table height 36-39 inches, pillows, side tables at each)

Is there a large enough outdoor area for us to do a walk thru on Saturday morning?

Bed Check keys/Hotel Security available at front desk during bed check

Make sure contact lists of hotel personnel is accurate and up to date

Confirm wake Up Calls with Staff 8:00 AM Saturday (are they automatic or manual?)

Check out each VIP Suite, especially AD and HFC

### ***Stadium Walk Through***

Bus/Equipment Truck/Police parking

Confirm EXACT kickoff time with visiting SID

Route for Coaches to and from Press Box (Are Carts needed? Are there enough carts for all 7 coaches?)

Taping Area for Trainers and Locker Room layout

Field Layout Map and Pre Game Timing Sheet

Press Box & AD Suite

Post-Game Meal Location and Set-up (follow up on request for two 8-foot tables outside locker room)

### ***Team Arrival Day***

Before leaving to meet the team at the Airport, double check key packet layout

Please make sure the flow of our arrival into the hotel will be smooth with out any backups.

Walk through rooms, if not already done

Meet Buses/Police/Equipment Truck

Discuss Bus Route to Hotel, Bus Route from Hotel to Stadium

Find out status of inbound flight

### ***Telephone Contacts***

Airport-Confirm security screening location and process

Bus-Discuss meeting time and location at airport (at least 90 minutes prior to team's arrival)

CHP/Police Escort- discuss meeting time and location at airport

### ***Notes***

Shirts/Hats for bus drivers, hotel personnel, police escort

Is there a work-out room or nearby work-out facilities

Gather info from hotel on Fact Sheets, Sightseeing, Restaurants (leave near our check in tables)