

TAHOLAH SCHOOL ATHLETIC PLANNING

DATE OF GAME/EVENT: \_\_\_\_\_ SPORT: \_\_\_\_\_

PLACE OF GAME/EVENT: \_\_\_\_\_ HEAD COACH: \_\_\_\_\_

MEAL PLANNING:

SACK LUNCH: Y \_\_\_ N \_\_\_ HOW MANY: \_\_\_\_\_

RESTAURANT: (PRIOR APPROVAL IS NEEDED FROM SUPERINTENDENT)

NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

ESTIMATED TIME OF ARRIVAL AT RESTAURANT: \_\_\_\_\_

PO: \_\_\_\_\_ CASH: \_\_\_\_\_ CREDIT CARD: \_\_\_\_\_

TRANSPORTATION PLANNING:

DEPARTURE TIME: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_

BUS: \_\_\_\_\_ VAN: \_\_\_\_\_ PARENT DROP OFF: \_\_\_\_\_

SIGNATURES:

AD: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_

TRANSPORTATION: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_

COACHES MUST TURNED IN FORMS AT LEAST 2 WEEKS IN ADVANCE OF THE EVENT.

TAHOLAH SCHOOL ATHLETIC PLANNING

DATE OF GAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

COACH: \_\_\_\_\_

\* COACH, AD, AND STUDENT SUPPORT COORDINATOR WILL INITIAL IN THE APPROPRIATE SPOT, ONCE THE ITEM IS COMPLETED.

CHECK OFF LIST FOR COACH

\_\_\_ LEAVE SLIP TURNED INTO FRONT OFFICE(2 WEEKS IN ADVANCE)

\_\_\_ PLANNING FORM TURNED INTO STUDENT SUPPORT (MELISSA WOLFE)

\_\_\_ APPROVAL FOR MEALS

CHECK OFF LIST FOR AD

\_\_\_ CONFIRMED/ VERIFIED TRANSPORTATION

\_\_\_ CONFIRMED/ VERIFIED MEALS/ RESTAURANT ARRANGEMENTS

\_\_\_ CONFIRMED/ VERIFIED STUDENT ELIGIBILITY

\_\_\_ CONFIRMED/VERIFIED ROSTER

\_\_\_ LEAVE SLIP TURNED INTO FRONT OFFICE

\_\_\_ CONFIRMED/VERIFIED HOTEL (WHEN NEEDED)

CHECK OFF LIST FOR STUDENT SUPPORT COORDINATOR

\_\_\_ ARRANGED MEALS/RESTAURANT ARRANGEMENTS

\_\_\_ ARRANGED HOTELS IF NEEDED

\_\_\_ CONFIRMED PLAYER ROSTER

\_\_\_ CONFIRMED STUDENT ELIGIBILITY

\_\_\_ ARRANGED CREDIT CARD AUTHORIZATION (IF NEEDED)

