**Timeline for a Sporting Event**

Sporting events are perfect group events for family and friends. Try researching games in your area; either minor league, major league, or a visiting Dartmouth Team.

**10-12 weeks before game**

* Set date
* Look into reserving the family area or group area at the park or stadium.
* Determine price of tickets
* Buy a block of tickets—group them in 8-10 seat sections in multiple rows to create a better conversation area.
* Decide whether or not to arrange a reception/party before the game
* If necessary, make billing or deposit arrangements for venue and caterer

**6-7 weeks before game**

* Advertise in the newsletter, website and e-vites

**1 month prior to game**

* Sell tickets and collect money
* Update caterer with attendance list
* Ask for RSVPs and collect ticket monies

**2 weeks prior to game**

* Send a reminder to individuals with purchased tickets
* Send last minute emails to sell remaining tickets
* If no reception or tailgate party, mail tickets or distribute accordingly

**5 Days before the Game**

* Confirm final details with the caterer.
* Assign tickets

**Day of Game**

* Arrive an hour to 45 minutes early, check the room seating and any audiovisual equipment, and set up the registration table.
* Check with the caterer to make sure that the food will be served on time and that no last minute changes need to be made.
* If payments are being taken at the door be sure to have cash on hand to make change.
* Volunteers working at the registration table should take accurate attendance, checking off attendees who registered in advance and adding names of any guests who did not register in advance.
* If no reception meet at the game

**Post-game**

* Record the event for the newsletter and annual report
* Send email to participants to thank them for attending.