



**GREENVILLE PUBLIC SCHOOL DISTRICT
ATHLETICS & ACTIVITIES PREPARATION CHECKLIST**

Please Print Information

Person Completing Checklist: _____ School: _____

Sport/Activity: _____ Date: _____

() Home () Away Location: _____

NOTE: Failure to submit paperwork within the timelines indicated may result in your request being denied

LOCATION	PAPERWORK	*TIMELINE <i>* Includes Band and Choral Music Activities Note: Activities must be indicated on EVENT CALENDAR</i>
H/A	Requisition for Pre-game Meals	14 Days PRIOR to Season or Event
H/A	Requisition for Post-game Meals	14 Days PRIOR to Season or Event
H/A	Transportation Request	14 Days PRIOR to Season or Event
H	Requisition for Officials (including Chain Crew)	7 Days PRIOR to Game
A	Requisition for Entry Fees (Track & Field and Volleyball)	7 Days PRIOR to Meet or Game
H	Request for Tickets	5 Days PRIOR to Game or Event
H	Requisition for Admission Startup Funds	5 Days PRIOR to Game or Event
H	Invoice for Payment of Officials	1 Day AFTER Game
H	Return Unused Tickets to Business Office	1 Day AFTER Game or Event

VERIFIED:

Building Administration

Athletic Director

Date

Date

White Copy – Operations

Yellow Copy – School

Pink copy – Coach

Revised: 1/29/18