

Checklist for On-campus Fitness Events

_____ 1. Contact the Specials Events office to reserve a room, building, or other campus area and to check the schedule for conflicts with other on-campus events. This office maintains a master schedule of all campus events.

Office location: University Center room 200
Phone: 942-2021
Online reservations request form: reservations.angelo.edu
Email: reservations@angelo.edu

_____ 2. Contact the ASUFit program staff for technical assistance on issues such as laying out a course, avoiding conflicts with other events in the community, event planning, marketing, or to check out equipment such as a timing clock, safety cones, or scoring board. The ASUFit program can also send you a Race Director's Handbook that will assist in planning for fitness events.

Office location: Facilities Management room 108
Phone: 486-6244
Email: Katherine.garrison@angelo.edu

- a. Submit draft route to Special Event prior to finalizing to confirm that there are no route conflicts.

_____ 3. If your student organization is seeking funding assistance, contact the Coordinator for Student Organizations in the Center for Student Involvement.

Office location: University Center room 001 (Garden Level)
Phone: 942-2062
Email: Heather.Valle@angelo.edu

_____ 4. Prior to releasing an event flyer, contact the university's Risk Management office to ensure that your event and course will not pose any unusual risks to participants or to university property. Be sure to have an event flyer, course map, and a copy of the event release form completed prior to contacting Risk Management.

Office location: Facilities Management (FM) room 104
Phone: 942-2180
Email: mike.murphy@angelo.edu

_____ 5. Plan and market your event well in advance to ensure good participation. Ideally, event flyers should be distributed and posted on web sites, Facebook, etc. at least two months prior to the event date.

* Remember – the offices listed above are here to help you plan and conduct a safe and successful event.