Sport Event Management and Promotion

Planning – Event Timelines

The importance of planning

- "Bad planning on your part does not constitute an emergency on my part."
- He who fails to plan, plans to fail."
- When planning for a year, plant corn. When planning for a decade, plant trees. When planning for life, train and educate people." ancient Chinese proverb
- "It pays to plan ahead. It wasn't raining when Noah built the ark."
- "Expect the best, plan for the worst, and prepare to be surprised."

Establishing Timelines

Who is going to do what when.

Event Planning Process: Overview

- Sports event managers spend more time planning than actually executing an event
- Planning and building a team to execute the strategies and tactics go hand-in-hand

HOW DO WE GET THERE WHERE STRATEGIC **PLANNING** HOW **BUSINESS PLAN** WHERE WILL BE IN FUTURE

NOW

Your Project requirements

- Event proposal (Quick facts sheet)
- Event timelines (monthly, event day)
- Marketing plan
- SWOT analysis
- Budget
- Sponsorship proposals
- Contingency plans

Big Pieces

- Appoint the organizing committee
- Set clear objectives for the event
- Have a brainstorming session to gather ideas
- Propose locations/venues and dates
- Conduct preliminary site examination and recommend the best venue based on location, accessibility, suitability, infrastructure and facilities
- Draft quick facts sheet with proposed date/time, venue, program and activities
- Book the venue
- Propose the celebrity or charity for the event

Next steps

- Develop an event budget
- Develop side products
- Create a day of schedule of events
- Define staffing needs
- Sell sponsorships
- Book entertainment
- Advertise and promote the event to fans and non-fans
- Recruit, train and orient staff
- Setup and install the event
- Disassemble and move out the event
- Document the event for future sponsorship sales efforts
- Post event SWOT analysis

General principles:

- Avoid having to do things twice.
- Leave space (margin) for unforeseen delays.
- Keep budget cycles in mind in the timing of trying to obtain sponsors. When are schedules set when dealing with sports teams and celebrities?
- Confirm and verify your plans and timelines with everyone involved

Event Planning Process: Overview

- The elementary task list will form a list of deadlines for the event
- Use Critical Task Analysis to flesh out the needs for completing each task by the set deadlines
- Create an event timeline based on how you want your final product to look
- Create a month by month timeline (18-10 months)
- Remember your plans must reflect the goals of your event

Exploding Elementary Tasks

FAN FESTIVAL EVENT DATE: A	pril	15
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Elementary Task	Start Date	End Date
Develop an event budget Identify net income/loss goal	December 1	February 15
Estimate total expenses		
Estimate total revenues		
Determine sponsor revenue needs		
First draft budget		
Finalize budget		
Develop attractions and activities Identify attraction areas	December 1	March 27
Request and receive cost estimates		
Confirm roster of attractions		
Order signage		

Creating a Critical Dates Calendar

- Create preliminary deadlines for each elementary task chronologically, starting from the bottom and working backwards
- Identify start dates, allowing proper time to complete each task
- Some tasks with similar deadlines will take longer than others to complete
- The evaluation of tasks and their timelines is called Critical Task Analysis

Exploding Elementary Tasks

- Elementary Task: Invite VIP guests
 - Key activity: Design invitations
 - Decision points: Allocate budget for design, finalize logo, decide on VIP events/activities, set RSVP date, finalize accommodations, determine number of VIPs, decide printing date
 - Key activity: Print invitations
 - Decision points: Identify number of invitations to print, generate mailing list, determine timeline for design, printing and delivery, set deadline to send invitations

Using Critical Task Analysis

- Set a preliminary Critical Dates Calendar, then "explode" it to identify the component tasks for each elementary task
- Each elementary task may be compiled of multiple key activities and decision points
- Set deadlines for each key activity and decision point
- Be prepared to readjust deadlines to accommodate these secondary tasks

Staffing: Assign Responsibilities

- Critical Task Analysis can result in hundreds of line items on the Critical Dates Calendar
- It is helpful to add a row on this list identifying the person responsible for completing each task

Task	Start Date	End Date	Responsibility
Budget Expenses	Dec. 1	Jan. 3	DJ
Identify Attractions	Dec. 1	Jan. 10	EN

Detailed examples can be found in An Insider's Guide to Managing Sporting Events

- The planning process is the foundation for successfully executing any event
- Critical analysis of tasks, deadlines, responsibilities and organizational needs is essential
- Be flexible with dates as you explode your task lists and calendars

March	April	May	June
Send letters to potential teams.	Recruit desired teams at Final Four.	Sign desired teams.	Finalize second tier sponsors.
Negotiate host sight details. (Hotel and arena)	Sign hotel and arena contracts.	Reserve transportation at sight.	Negotiate contingency options.
Negotiate airline sponsor.	Plan fun activities for teams.	Reserve all venue supplies - tables, podiums, tents, ect.	First tier sponsorship revenues due.
Update website.	Plan community outreach event.	Negotiate fun activities.	Mail fan recruiting brochures and cover letters to families of teams.
Create fan recruiting brochure.	Sign contract with celebrity guest.	Finalize top tier sponsors.	Order gifts for teams (balls, bags, jackets, t-shirts).
Create cover letters for teams, parents, fans,	Plan opening banquet and ceremonies.	Create contingency plans.	Order corporate polo shirt gifts; sellable shirts and jackets; give-away t-shirts.
sponsors and corporate guests. Sign graphic marketers to work up sponsor	Send press release announcing celebrity guest.	Create brackets.	Order banquet menu.
marketing campaigns for event.		Review budget.	Send press release announcing first tier sponsors
		Recruit volunteers.	
		Send first press release announcing signed teams.	
August	September	October	November
Get all paperwork to schools.	Buy plane tickets.	Review contingency plans.	Assemble gear gift bags for teams.
Reserve plane tickets.	Paperwork back from schools. (Waivers, birth	Buy team and corporate welcome bag supplies.	Assemble team and corporate welcome bags.
	certificate copies, insurance applications) Buy insurance.	, , , , , , , , , , , , , , , , , , , ,	
Visit host sight for final details confirmation.	*	Plan airport runs.	Send press releases every 3 days leading up to event.
Set up community outreach event.	Send press release announcing community outreach event.	Third press release about teams with coaches anticipation quotes.	
Visit each attending team.	Second press release anouncing teams.		
Third tier sponsorship revenues due.	Finalize marketing campaigns of event sponsors.		
Finalize brackets.	Marketing signage completed and shipped to host		
Recruit corporate guests from corporate basketball leagues.	sight.		
Send press release announcing third tier			
sponsors.			

Event preparation



7:30 - Check it the bubble equipment

7:45- Meet with all the staff people and check the sound equipment, the publicity, the food staff and explain how to have to be all (orient volunteers)

8:30 – Meet with the players in the field's entry and do the players registration

8:45- Explain to the player the rules (referee) and try a little the bubbles

9:00 – Change the clothes and put the official equipment 9:15 – Warm up time

The matches are going to be two parts of 15 mins with 3 mins of rest between the parts and 2 mins to change the bubbles after the match, there are going to be two groups of 4 teams, both groups are going to play at the same time first 12 matches of group phase and then quarter finals, semifinals and finals. In the group phase the win is 3 points and draw 1 point.

9:30 - 1º match in the group 1 and 2

10:05 – 2º match in the group 1 and 2

10:40-39 match in the group 1 and 2

 $11:15 - 4^{\circ}$ match in the group 1 and 2

 $11:50 - 5^{\circ}$ match in the group 1 and 2

12:25 – 6º match in the group 1 and 2

13:00- Give to the players the lunch that was prepared for them and count the points to know the opponents

14:13 - Say the opponents and the points

14:15 - 1ºQuarter final

14:50 - 2º Quarter final

15:25 - 3º Quarter final

16:00 – 4º Quarter final

16:35 − 1º Semifinal

17:10 – 2º Semifinal

17:45 - Final

18:20 – Prices ceremony

Event day schedule



Ultimate tournament schedule

ELITE POOL 1

Mixed Cake Masters

Liver Buds

Politely F-ing Canadian

View From Above

Schwino

USA

Oakland, Minneapolis

Toronto, BC, Canada

Long Beach, CA

Oregon

TIME	Field 4-A	Field 4-B	Bye
10:00 - 11:15	1 v 3	2 v 4	5
11:25 - 12:40	1 v 5	3 v 4	2
12:50 - 2:05	4 v 5	2 v 3	1
2:15 - 3:30	1 v 4	2 v 5	3
3:40 - 4:55	1 v 2	3 v 5	4

ELITE POOL 2

1 Globo Gym Bay Area, CA

North American

Spotted Cathears

3 Fried or Fertilized Washington

4 **Tomfoolery** Fremont, CA

5 **Beached Whales** Minneapolis, MN

	TIME	Field 6-C	Field 6-D	Bye
1	10:00 - 11:15	1 v 3	2 v 4	5
2	11:25 - 12:40	1 v 5	3 v 4	2
3	12:50 - 2:05	4 v 5	2 v 3	1
4	2:15 - 3:30	1 v 4	2 v 5	3
5	3:40 - 4:55	1 v 2	3 v 5	4

ELITE POOL 4

Cool Muscles

CA/West Coast

ManBeerPig

California, Pennsylvania, Colorado, Tennessee

All-Star Beach Ultimate Tour 2016

New York, NY

Downtown Brown

DTB

CUT Camp

Chicago, IL

TIME	Field 2-A	Field 2-B	Bye
10:00 - 11:15	1 v 3	2 v 4	5
11:25 - 12:40	1 v 5	3 v 4	2
12:50 - 2:05	4 v 5	2 v 3	1
2:15 - 3:30	1 v 4	2 v 5	3
3:40 - 4:55	1 v 2	3 v 5	4

ELITE POOL 5

1 Team ERIC 1

mERICa

2 Prop Joe's Eastside Hustlers California

3 Humiliswag

Ocean City, MD

Has-beens, USA

4 Good Job, Jenny!

Palo Alto, CA

5 All-Star Tourists

All over the USA

	TIME	Field 3-C	Field 3-D	Bye
1	10:00 - 11:15	1 v 3	2 v 4	5
2	11:25 - 12:40	1 v 5	3 v 4	2
3	12:50 - 2:05	4 v 5	2 v 3	1
4	2:15 - 3:30	1 v 4	2 v 5	3
5	3:40 - 4:55	1 v 2	3 v 5	4

NAT Ampin

National Exhibitions and Tournaments

11 W. Main Street + Cincinnati, Otrio 45202 (513) 621-1090 + FAX (513) 621-1091

EVENT DAY(S) TIMELINE(S)

SUNDAY NOVEMBER 26, 2007

12:35 PM	verify bus times for team pick-ups at sirport for following day of
12-50 PM	verify hotel reservations/adequate space and rooms
2-00 PM	
	site inspection of venue/addmss any problem areas found/take
(I hour)	pictures of all areas second information
MONDAY N	OVEMBER 27, 2007
7:50 AM	verify flights of incoming teams are on time notify buses if not
3:00 AM	verify buses will be on time to sirport in proper working condition
9:50 A.M	departure of buses for teams 1 and 2 to sirport for pickup
10:10 A.M	arrival of buses for teams 1 and 2 at airport
10:20 A.M	arrival of teams 1 and 2 at airport/greating of teams at baggage
	claim
10:35 AM	departure of buses for teams 3 and 4 to sirport for pickup
10:55 A.M	arrival of buses for teams 3 and 4 at airport
11:00 AM	departure of buses for teams 1 and 2 to hotel
11:05 A.M	arrival of teams 3 and 4 at sirport/greating of teams at baggage
	claim
11:20 A.M	arrival of teams 1 and 2 at hote Vehock-in
11:45 AM	departure of buses for teams 3 and 4 to hotel
12:05 PM	arrival of teams 3 and 4 at hote Vehock-in
2:00 PM	departure of buses for teams 5 and 6 to sirport for pickup
2:20 PM	arrival of buses for teams 5 and 6 st airport
2:30 PM	arrival of teams 5 and 6 at sirport/greating of teams at baggage
	claim
3:10 PM	departure of buses for teams 5 and 6 to hotel
3:30 PM	arrival of teams 5 and 6 at hotel/check-in
3:45 PM	departure of buses for teams 7 and 8 to airport for pickup
4:05 PM	arrival of buses for teams 7 and 8 at airport
4:15 PM	arrival of teams 7 and 3 at airport/greating of teams at baggage
	claim
4:55 PM	departure of bases for teams 7 and 8 to hotel

arrival of teams 7 and 8 at hotel/check-in-

5:15 PM

SALL MANAGEMENT

National Exhibitions and Tournaments

11 W, Main Steet + Cincinnati, Otrio 45202 (513) 621-1090 + BAX (513) 621-1091

TUESDAY NOVEMBER 28, 2007 (BANQUET/BRUNCH)

7:00 AM	verify kitchen and banquet hall are under preparation for
	banauet/brunch
8:00 AM	verify settings, tables, food tables, and decontions are in place
9:00 A.M	registration/guests receive name badges and seating cards
9:30 AM	doors open to banque s'brunch
9:45 A.M	grants autod
9:47 AM	emose presents anthems of nations involved by cryone stands up
9:50 A.M	welcome speech
9:55 AM	so sted for breach and 2 tables at a time of 10 at each to add to buff
	Ine
11:15 AM	emose anneamen gan et spenker
11:17 A.M	gue et apa alter attenda prodium/eraces alte down
12-40 PM	guest speaker finished/sits down/emose comes back to podium
12:42 PM	emose thanks every one for coming/gives explanation of
	community service 'event' (??????????117??)
12:47 PM	disminual of guests
12:56 PM	give kitchen/banquet cow notice of banquet branch completion

WEDNESDAY NOVEMBER 29, 2007

8:30 A.M	se carity/maintenance/operations arrive/doors open for workers
9:00 A.M	meeting with security, operations and others
9:35 AM	arrival of teams 1 and 2 for practice/shown to appropriate locker
	none and training non
10:00 AM	practice begins for to ame 1 and 2 (different gyras)
12-15 PM	practice ends for teams 1 and 2
12-30 PM	teams 1 and 2 clear or locker recens and training room
12-40 PM	arrival of teams 3 and 4 for practice/shown to appropriate locker
	nome and training nom
12:50 PM	departure of teams 1 and 2 from facility
1:15 PM	practice begins for te ame 3 and 4 (different gyras)
3:30 PM	practice ends for teams 3 and 4
3:45 PM	beams 3 and 4 clear looks rivosms and training room.
3:55 PM	arrival of teams 5 and 6 for practice/shown to appropriate locker
	none and training non
4:05 PM	departure of teams 3 and 4 from facility
4:30 PM	practice begins for te ams 5 and 6 (different gyras)



National Exhibitions and Tournaments

11 W. Main Street + Cincinnati, Ohio 45202 (513) 621-1090 + BAX (513) 621- 1091

6.43 PM	practice ends for teams 5 and 6
7:00 PM	teams 5 and 6 clear locks rrooms and training room
7:10 PM	arrival of scame 7 and 8 for practice/shown to appropriate locker
	rooms and training room
7:20 PM	departure of teams 5 and 6 from facility
7:45 PM	practice begins for teams 7 and 8 (different gyras)
10:00 PM	practice ends for teams 7 and 8
10:15 PM	teams 7 and 8 clear looks recome and training room
10:25 PM	departure of teams 7 and 8 from facility
10:30 PM	final site inspection before tourney begins following day/finalize
	any last problems/cleaning crew puts on finishing touches
11:30 PM	usher everyone out of facility's carity locks doors

For next class turn in:

- 10-18 month timeline
- Event day timeline (every 15 minutes)

Sparta Hockey Game Day

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Tampa Bay Lightning Pre-Game

				100	S: L1 - PG Clack; L2 -L1 - Team Leaders/Match	up Stats	WARMUPS E/W: Bar - Team Leaders/	Matchun State GIP - Pres	ame Matche	a w/ Clock		
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TIME			SPYDER				AUDIO	DAK WRAP	BAR/BET	GOBOS	SPOTS	PIPES
6:29:00	16:00	16:00	SUNK		PG WARMUPS title (Lakewood Ranch)	* CFIRE	2018-2019 Warmup Mix	Lakewood Ranch	PG Team			Blue Def.
					Players on Cam mix w/	Cams			Leaders/			
					Headshots	m/CFIRE			Stats			
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_			N/5:1	146	NG Clock; L2 - Matchupe; L8 - Rotate Messagir	e / Out of Town	more resistant emisses merces	Traces Parketest, 51 Hosp	ED PTO LINGU	STOREGIST STREET		
TIME	CLOCK	RT	SPYDER		ITEM	VIDEO	AUDIO	DAK WRAP	BAR/BKT	60805	SPOTS	PIPE
:44:45	77.00	0.45	200	1.00	BN9 WEATHER 3/16	* CFIRE-S	VIDED	Spectrum	Netting	Slow Bally	10 100010	Niue Def.
5:45:30		0.15		2	RUMFISH GRILL 106	CFIRE	Mosic mix w/GREG	Rumfish Grill	PG Radio			1
			0 3		Rumfish Grill B-Roll	CFIRE	E				1	
6:45:45		0:15		3	CHEERIOS ZAMBABI title	CFIRE	Music mix w/GREG	Cheerlos	Netting		SPOT	
					Zambabi on Cam	Cams					ZAMBABI	1
					> TRD	w/CG 13rd			1			
1000000		-		-	CHEERIOS ZAMBABI titule	CFIRE	Manageria III quintinia	- Contract	-		-	-
6:46:00		0:15		4	CFA ICE CREW title	CFIRE	Music mix w/GREG	Chick Fil A	Netting			
					Ice Crew on Camera	Cams	V.					-
6:46:15		0:30			CHICK-FIL-A FAN ZAM	CFIRE	Music mix w/GREG	Chick-FE-A	Puck IP		Spot ZAM	
					Fan Zam on Cam	Cams			1			1
					> Kelly Keena & Guests	w/CG L3rd		11	1		1	1
					CHICK-FIL-A FAN ZAM	CHRE	50000 - 50000				1	-
6:46:45		0:15		105	MOSAIC DONATIONS	CFIRE	Music mix w/PA	Mosaic Goals 4 Food	50/50			
					Current Total: \$88,000	CG Full		11				1
					MOSAIC LOGO FULL	CFIRE		H	-		+	-
5:47:00		0:15		106	KANE'S STAMMER DONATION SETUP	CFIRE	Music mix w/PA	Kane's Furniture	50/50			
					Current Total: \$25,750	OG Full		11	1.00			ı
47/10		COST	-	-	HANE'S LOGO	CFIRE	Contract of the Contract	Kanale/Son	enter	-	1	-
647:15	-	0:15	-	_	KANE'S/PDQ SCORE 3 - SETUP TIRE CHOICE TRIGGER PROMO - SETUP	CFIRE	"Instrumental" mix w/GREG	Kane's/PDQ	50/50 Nottine		1	+
647:45	-	0015		6	WENDY'S STICKS 4 STACKS - IF	CFIRE	Music mix w/PA "instrumental" mix w/GREG	Tire Choice Wendy's	Netting 50/50	-	1	
48:00		0:15		7	BUD LIGHT KING AND QUEEN title	CFIRE	Music mix w/GREG	Bud Light	50/50		SPOT 218	+
6948300		90,00				100000000000000000000000000000000000000	muse mit widned	out right	20)30		201 216	
					King & Queen in Chairs @ 218	Cam 6				1		
					> Jacob & Dara Rosensweig	w/CG L3rd					1.0	
					Bud Light King & Queen of the Game	CSIDE						
	- 1	0:15		-	BUD LIGHT KING AND QUEEN title	CFIRE CFIRE-S	VIDEO	loge 6	Text Prob.		DESC	SDOWN
48:15					ILLIEU U							