

East Arkansas FCA Event Plan

Date: _____ Location: _____

Event Title: High School Girls Volleyball vs. Football Guys

Event Description: Girls from the volleyball team compete in a match against a team comprised of football guys.

Event Equipment Resources:

1. Facility (with enough room for regulation court; put lines down if needed)
2. Volleyball Equipment (standards, net, balls, etc.)
3. Scoreboard with controller or flip scoreboard

Event Volunteer Resources: (10 adults plus security)

1. Volunteer coaches (1 for each team = total of 2)
2. Scorekeepers (2)
3. Officials (2 at the net + 2 line judges = total of 4)
4. Gatekeepers (at least 2)
5. Security (local police or resource officer)

Event Logistics / Requests / Advertising:

1. Advertise through:
 - a. School announcements
 - b. Local Churches
 - c. Local Paper
 - d. Local Radio Stations
2. Get clearance from proper school administrators
 - a. Make sure the coaches of teams that practice in the gym area are ok with the scheduled time
 - b. Make sure one of the volunteers is a person with a key to the facility and knowledge of how to open and close the facility.

Event Thoughts / Advice / Hints:

1. Use this for relationship building; invite people who normally would not be involved with the FCA
2. Have someone pray to open the event and close
3. Announce what is going on with FCA:
 - a. Next meeting
 - b. What FCA is about
4. Sell tickets / concessions as a fundraiser

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Role Assignment:

1. Coordination with school officials: _____
2. Coordination with adult volunteers: _____
3. Coordination of advertisement opportunities: _____
4. Recruitment of potential participants All Leadership Team Members
5. Coordination of selling tickets / concessions _____
6. Coordination of equipment / facility _____
7. Prayer over event All Leadership Team Members
8. Pre-event meeting All Leadership Team Members
Huddle Coach



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