



Goshen College Soccer Home Event Guide



- (T-135 min.) Put up reserved room signs (locker room and track room (code: 87225#))
- (T-120 min.) Greet visiting team when they arrive, show them to their spaces, point out where the athletic training room is (and where the field is if they are non-conference)
- (T-120 min.) Set up soccer radio mode on Neptune gametime on iPad (Password: 2022) (options between men's only, women's only, or men's and women's based on what games are that day)
- (Radio mode -> load playlist -> choose team)
- (T-90 min.) Set up console for scoreboard—set count down time for time remaining until 6:58pm
- Flip switch on underneath scoreboard
 - Set up table and chair at very front of concrete right by the grass
 - Plug-in power strip, both ethernet cables
 - Connect scoreboard console and scorebot
 - Put out referee voucher for them to sign. Make sure all have signed it before they leave after the game!
- (T-75 min) Unlock and open press box. Start music. Test mic. Bring pronunciation guides, announcing scripts, game programs if you have them already. Have iPad charging
- (T-65 min.) Set up Tickets
- set up table and chair (chair in athletic training shed)
 - give cash box to student worker when they arrive (one hour before start time)
 - gameday programs from Tony, fall sports schedules, ticket price sign duct taped on
- (T-45 min.) Live stream student worker(s) call to check in with you (Just a brief “hi, I’m here” since they work from the RFC and you will mainly be at the field during setup)
- (T-30 min.) Check in with ballpeople as they arrive (30 minutes before start time).
- (T-15 min.) Get starting lineups from coaches. Check pronunciations.
- (T-10 min.) Ensure Scoreboard operator, announcer is ready
- (T-10 min.) Visit goleafs.net/live to make sure livestream is up with scoreboard and audio
- (T-10min.) Do a final check to make sure all is ready
- (T-5 min.) Make sure ballpeople have pennies to wear and get the game balls at the right places. Ensure they are the game balls the coaches have set aside in front of the stats table.
- (T-O min.) Gametime!



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During game

Collect money from ticket person (30 minutes after start time)

Crowd control

Help athletic trainer if ambulance is needed, make sure Campus Safety is called to alert them (574-535-7599)

Post Game

put away scoreboard console and scorebot, put down table and chair. Tuck ethernet box under stands lock up press box

turn off stadium lights (unless the coaches are the last ones and say they'll do it)

Make sure all sign referee voucher!

Flip switch off underneath the scoreboard

Tear down ticket stand

Additional Info

Turn on stadium lights as needed (four switches to be flipped)

Printed Materials

Reserved signs for visiting team spaces

Pronunciation guide (and one from visitors if provided)

Referee voucher

Announcing script

Ticket prices

Tickets Revenue Deposit Form

Game Programs

Fall sports schedule cards