

Sample TAILGATE PLANNING WORKSHEET Sample

Date & Time: *October 8, 2005; 3:00 pm – 5:00 pm (Game starts at 6:00 pm)*

Game Location: *University Stadium, Located on the southeast corner of Avenida Cesar Chavez and University Boulevard (accessed by exiting I-25, just south of the Big-I, at Avenida Cesar Chavez. Head east on Avenida Cesar Chavez. After crossing University Boulevard, University stadium is located on the right)*

Tailgate Location: *Hyder Park, Located approximately 1 ½ miles east of University Stadium (accessed by exiting I-25 at Avenida Cesar Chavez. Head east on Avenida Cesar Chavez. Cross University Boulevard and travel 1 ½ miles east. Avenida Cesar Chavez becomes Santa Clara Ave after Yale Blvd.)*

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ABQ-BYU Cougar Club

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Reports: Segos Location & Physical Facilities (including chairs, canopies, security,
Christiansens parking, set up, take down, clean up, toilets, medical support)
Rices

Hyder Park has been reserved, but there will be additional expense and compliance because we are using a City Park. We need sign off from 12 different City Departments. We have gotten most of them. Fire sign off will be the most difficult since they do not actually sign off until the morning of the event after they inspect the set up. We will need to have about 6-8 fire extinguishers. To comply with environmental health, we need to have Rudy's not only prepare and deliver food, but also serve it. This will be more expense. Wayne Wilkerson is responsible for tents; Steve Ventry is responsible for Generators and Tables; Marlin McNeill is responsible for Trash and general layout; Steve Christiansen will provide a trailer (for generator) and medical support. We still need to identify parking attendants. We still need to contact two neighborhood associations and get APS signoff for parking at the nearby school. Will get a couple of off-duty police officers to provide security.

Mortensens Meal and Food (including drinks, snow cones and junk food for sale)
Hursts
Lenbergs

We need to contact Rudys and get a price for not only preparing and delivering food, but also for serving food. Cheryl Jorgensen is still working on the cotton candy machine. Mea/Tailgate activities will need to be \$9 rather than \$7 to cover additional expense.

Spragues Activities (including music, games, trivia, give-aways & prizes, balloons,
Jorgensens face-painting, football toss, BYU 8' balloon, BYU Cheerleaders/Pep Rally,
Christiansens AD Speaker, Photos with Cosmo, Organization Booths, "silent" auction,
BYU Bookstore)

We have a firm commitment for Medical from Drs. Brady and Ivey. Cougar Club has committed to silent auction items. Roy Brinkerhoff will help with give-aways for use with Trivia and Games. Roy will arrange for cheerleaders and Cosmo to attend. We still need confirmation on a visit by coaches, athletic director, President, etc.

Hatches Tickets, Money, Registration, Maps, Information, Programs
Dahls

After a number of meetings and discussions, we have been able to "reserve" a block of seats between the 5 and 15 yard lines. UNM's pricing will be different this year. We need to incorporate this difference into tailgate and ticket packages. Tickets will be \$20 for adults and \$11 for those 18 and younger. Consequently we need to price our packages as \$9 for meal ticket, \$20 or \$11 for football tickets only; and \$30 or \$20 for meal/ticket packages. Marvin McNeill will prepare a map to be included on the flyer.

Segos Masters of Ceremonies

Needs: Volunteers _____
Canopys _____OK_____
Sound System _____OK_____
Trash Cans & Bags _____OK_____

Chairs		_____	OK
Helium		_____	
Balloons & String		_____	OK
Snowcone Machine		_____	
Give-aways		_____	
Face Paint		_____	
Drinks & Treats		_____	
Ice & Ice Chests		_____	OK
Maps to Game		_____	
Programs	(__)	_____	
Poloroid Camera	(__)	_____	OK
_____	(__)	_____	
_____	(__)	_____	
_____	(__)	_____	

Meetings: September 14th, 21st, 28th, and October 5th. Conference Meeting Room at Hatch, Allen & Shepherd, P.A., 4801 Lang Ave, Suite 200, Albuquerque, New Mexico 87109.

Other Ideas: Still need to Contact local businessmen to see if they would like to contribute something to the silent auction (e.g. rounds of golf, etc.); Meeting times for the remaining meetings is changed to Tuesday rather than Wednesday so that moms can attend without conflict with APS short day.
