



Pre-Event Questionnaire

Name of Event: _____
 Organization Responsible for Event: _____
 Contact Person: _____ Phone: _____
 Address, City State Zip: _____
 Email: _____ Website: _____
 Brief description of event: _____

Event Date & Time Information

Times noted below should reflect time of event staff arrival and event staff departure each day.

Set-up Day: Date: _____ Time: _____

Requested Event Dates: _____

Event Day 1 (Times): _____
 Event Day 2 (Times): _____
 Event Day 3 (Times): _____

Do you wish to have pre-registration time on-site that is outside your desired event times listed above? Yes No If yes, please describe:

Space Requirement Information

Number of Courts/Space Required (select one)

3 courts 4 courts 7 courts

Do you require a Special Court Set-up? Yes No If yes, please describe:

Do you require a Special Lobby/Entrance Set-up? Yes No If yes, please describe:

Do you need use of auxiliary/storage space during or before the event?

Yes No If yes, please describe:

Do you need meeting rooms? Pending availability, our rooms are priced as follows:

Room	Location	Sq. ft.	Daily fee	Yes or No	Purpose of use
Conference room	4 court side	225	\$100/day		
Classroom	4 court side	650	\$200/day		

If yes, please describe purpose of use and set up desired:

Event Details Information

Expected Number of Participants/Day: _____ Expected Number of Spectators/Day: _____

Will participants be coming from out of the area and staying in hotels? Yes No

If yes, what % of participants will require housing? _____%

Do you wish SSA to set up a Housing Bureau for this event? Yes No

SSA operates a café/concession plus vending. The user will not be allowed to sell food in the building or on the property. However, if the user requests a hospitality room, SSA allows user to furnish food for the hospitality room only. Do you wish to bring food in from the outside for hospitality purposes?

Yes No If yes, please describe:

Will you have sponsors? Yes No If yes, please list sponsors.

Will you be bringing in major equipment from the outside? Yes No If yes, please describe:

Will you be posting signage? Yes No If yes, please describe:

Will you be charging a gate for spectators? SSA does not provide change for gate; please be prepared with enough change and the correct denominations.

Yes No If yes, please provide admission charges.

Will you or vendors be selling anything on-site (t-shirts, novelties, programs etc. . .)? As per rental agreement, the user will pay a minimum of 10 % of proceeds to SSA.

Yes No If yes, please describe:

Miscellaneous Event Needs

- Do you need event insurance? Yes No
- Do you require tables? Yes No _____# needed
- Do you require chairs outside of the regular court setup? Yes No _____# needed
- Do you need basketballs? Yes No _____# needed
- Do you need volleyballs? Yes No _____# needed
- Do you need a PA system? Yes No
- Do you need access to a copy machine? Yes No

Personnel

- Would you like Suwanee Sports Academy to provide scorekeepers?
Yes No _____# needed
- Would you like Suwanee Sports Academy to provide gatekeepers?
Yes No _____# needed
- Would you like Suwanee Sports Academy to provide trainers?
Yes No, _____# needed
- Would you like Suwanee Sports Academy to provide officials?
Yes No, _____# needed
- Would you like Suwanee Sports Academy to provide a police officer?
Yes No _____# needed

Other Requests

Do you have any other requests?
