



EVENTS

Special event requests must be received 2-3 months prior to the term (fall/winter/spring & summer) they fall in. To minimize the impact to other programs, the Faculty is limited with the number events that can be accommodated. All event requests are reviewed and approved by committee. Please ensure all fields are complete to the best of your abilities at the time of submitting.

ORGANIZATION INFORMATION

EVENT NAME:	
EVENT MANAGER EMAIL:	
PHONE NUMBER:	
CLUB NAME AND ADDRESS:	

FACILITY

POOL	INDICATE USE- double or single ended?	EXCLUSIVE USE
50M POOL		
25YD POOL		
SPECTATOR GALLERY		
SPADINA CHANGEROOMS		
ON DECK STORAGE ROOM B11		
ROOM 2007 (20PPL)		

EVENT SET UP AND TAKE DOWN – please ensure to include the times into request.

SPORT	SINGLE ENDED		DOUBLE ENDED	
	SET UP	TAKE DOWN	SET UP	TAKE DOWN
SWIM	1 hour	1 hour	1.5 hours	1.5 hours
WATER POLO	1 hour	45 minutes	1.25 hours	1 hour

*****PLEASE SEE NEXT PAGE FOR EVENT TIMELINE*****



EVENT TIMELINE

Please provide the best estimate of time required, with event requests required months before an event, we can work with you to adjust times closer to the event date.

	DATE		
	MORNING	AFTERNOON	EVENING
SET UP			
WARM UP			
START			
FINISH			
EXIT FACILITY			
# OF PARTICIPANTS			

	DATE		
	MORNING	AFTERNOON	EVENING
SET UP			
WARM UP			
START			
FINISH			
EXIT FACILITY			
# OF PARTICIPANTS			

	DATE		
	MORNING	AFTERNOON	EVENING
SET UP			
WARM UP			
START			
FINISH			
EXIT FACILITY			
# OF PARTICIPANTS			

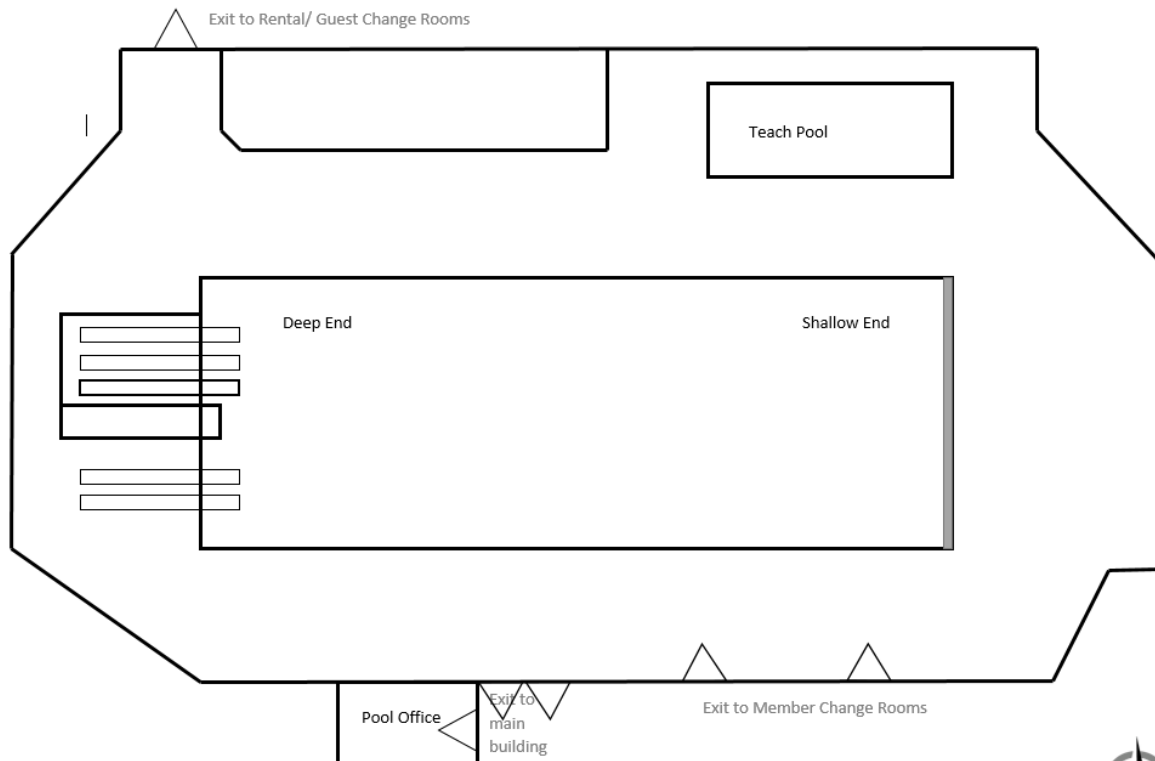
PLEASE SEE NEXT PAGE FOR SELECTION OF EQUIPMENT

EQUIPMENT	YES/NO	AMOUNT
Chairs - indicate location on map with "X"		
Tables - indicate location on map with "□"		
Marshalling Area(s) - indicate location on map with "M"		
Stanchions - indicate location on map with "S"		
On-deck Bleachers		
National Anthem? Canadian? American? Other:		
Flags? Canada? Ontario? UofT? USA?		
Extra Food Service in Snack Machines or AC cafe		
Extra Garbage Cans		
Sound System laptop connection		
Extension Cords		
Microphones		
Underwater Video Camera		
Flip Chart		
SWIM MEET EQUIPMENT		
University White Score Boards & Name cards		
Starter's Platform - indicate location on map with "P"		
Computer for Hy-Tek Meet Manager (must supply own staff)		
Touch Pads/Quantum Timing System		
Horn Start Box		
Starting Blocks - On/Off		
Lap Counters		
False start rope(s)		
Lane Bells		
Lane ropes/markers		
Backstroke flags		
WATER POLO EQUIPMENT		
25m set up		
30m set up		
Water Polo Nets		
Score Clock		
Shot Clocks		
Penalty Ropes and Flag Markers		
Penalty Score Boards		
DIVING / SYNCHRO EQUIPMENT		
Stop Watches		
Clip Boards		
Score Cards		
Underwater Sound System		

PLEASE SEE NEXT PAGE FOR SET UP MAP

50m Varsity Pool Set Up Map.

Please indicate lane, bulkhead, [chair](#) and table placement



25yd Benson Pool Set Up Map.
Please indicate lane, table and chair placement

