

GAME OPERATIONS MANUAL

by

Chris Robinson

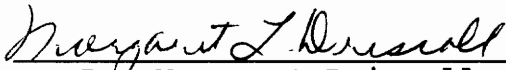
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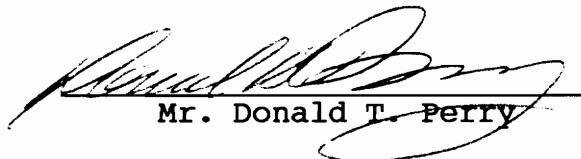
in

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I would like to take this opportunity to acknowledge a few people who have been instrumental in my life and the undertaking of this project.

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Table of Contents

ACKNOWLEDGMENT	ii
INTRODUCTION	1
PURPOSE	1
DESIGN	2
GENERAL INFORMATION	
Introduction	2
Facts About Virginia Tech	3
Facts About Lane Stadium	3
Important Telephone Numbers	4
STADIUM POLICY AND INFORMATION	
First Aid Information	4
First Aid Locations	5
Area Hospitals	5
Gate Information	5
General Ticket Information	6
Will Call Gates	6
General Policies	6
General Stadium Information	7
Signs	8
Programs, Concessions, Novelties	8
Public Address	9
Lane Stadium Numbering	9
Lane Stadium Seating Capacity	9
Handicap	10
VIRGINIA TECH TEAM	
Introduction	10
Friday Practice	11
Transportation (Game Day)	11
Arrival Time (Game Day)	11
Bench Area Passes	11
All-Stadium Passes	12
Police Escort	12
Locker Room Security	12

Table of Contents (continued)

VISITING TEAM	
Introduction	13
Contact Person	13
Travel Arrangements and Lodging	13
Practice Time	14
Sideline Headphones	14
Bench Area Passes	14
All Stadium Passes	14
Locker Room Security	15
Visiting Administration	15
Game Day Supplies	15
TRAFFIC CONTROL AND SECURITY	
Traffic Control	16
Security	17
WARM-UP AREAS	
Warm-up Policy	18
Diagram	19
GAME OPERATIONS ITINERARIES	
Introduction	18
Pre-Game	20
Half-Time	20
Special Events and Presentations	20
OFFICIALS	
Introduction	21
Game Assignments	21
Housing	22
Transportation	22
Payment	22
Dressing Room	22
Chain Crew	23
Ball Boys	23
FACILITY PREPARATION	
Introduction	23
Field	24
Stadium/Structures	24
Grounds	25
Post-Game Clean Up	25

Table of Contents (continued)

GAME OPERATIONS COMMUNICATIONS

Introduction	25
Radios	26
Transportation	26

PRESS BOX OPERATIONS

Introduction	26
Press Box Level	27
Coaches Booth	27
Scoreboard Operations	28
25 Second Clock	28

ADMISSIONS PASSES

Introduction	29
Administration	29
Game Operations Staff	29
Press	30
Photographers/Television	30
VIP Booth	30
Rector Field House	31

VIRGINIA TECH PROSPECTS AND VIRGINIA TECH PLAYER GUESTS

Introduction	31
Virginia Tech Prospects	31
Virginia Tech Player Guests	31

SUPPORT GROUPS

Introduction	32
Cheerleaders	32
Bands	32
Color Guard	33
Ticket Sellers	33
Ticket Takers	33
Ushers	34
Manpower Service	34
Program Sellers	34
Concessions	35
Novelties	36

Table of Contents (continued)

TELEVISION GAMES

Introduction	36
Equipment/Truck/Lifts	36
Electrical Hookups	37
Booths/Camera	37
Passes/Parking and Access	37
Meals	37

REFERENCES	38
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APPENDIX

A. Football Stadium Diagram	39
B. Reserved Parking Passes	40
C. Equipment Truck Pass	49
D. Sideline Pass	50
E. Go Anywhere Pass	51
F. Visiting Team Information Sheet	52
G. Pre-Game and Half-Time Countdown Sheet	53
H. Diagram of Field	54
I. Game Operations Checklist	55
J. Press Pass	60
K. Game Worker's Pass	61
L. VIP Booth Pass	62
M. Hokie Club Pass	63

Introduction

In college football, there is not another area of greater importance than that of game operations. The image provided by hosting competitions of all sports is important for continuing success of the athletic department. A written game operations manual that outlines all jobs in preparation for sporting events can be a useful tool in running the event efficiently. The basis of this project is that Virginia Tech does not have a game operation manual for its college football program. While there are certain areas that apply to all sports, each sport has its own unique needs that must be considered when serving as host of an athletic event (Joyce, 1992). College football requires planning in areas due to the large number of spectators and the fact that many other areas such as tickets, concessions, and recruiting must be considered for proper game operations. A manual could serve as a reference for all administrators by outlining the tasks and duties involved in hosting a game. It should also help increase the quality and enjoyment of each game for all players and fans.

Purpose

The purpose of this project was to create a game operations manual to assist in the administration of all future college football games hosted by Virginia Tech.

Design

The design was descriptive and used literature written on the topic. In addition, data was collected by telephone from universities and colleges with similar facilities and/or strong football programs were used. By explaining to the facility director the project, the individuals were requested to send a copy of their game operations manual for home athletic contests. This gave ideas as to how other universities and colleges handled their contests. The schools in which information was obtained from include Clemson University, East Carolina University, University of Illinois, University of Nevada-Las Vegas, and North Carolina State University.

General Information

Introduction

This publication provides information concerning game day procedures for Virginia Tech home football games. The manual should assist those involved in game management by identifying objectives to conduct an organized game operation.

The policies and regulations for home games are practical and functional for people attending Lane Stadium. The individuals involved in game management are responsible for assuring guests a pleasant atmosphere while attending a home game at Virginia Tech.

Facts About Virginia Tech

Location: Blacksburg, Virginia Colors: Chicago Maroon
 Burnt Orange

President: Dr. Paul Torgersen Stadium: Lane Stadium
 (52,000)

Founded: 1872 Coliseum: Cassell Coliseum
 (10,000)

Enrollment: 24,000 Nickname: Hokies

Athletic Affiliation: NCAA Division I

Conference Affiliation: BIG EAST Football

Athletic Offices: Jamerson Athletic Center

Football Offices: Jamerson Athletic Center
 (Smith & Williams, 1993)

Facts About Lane Stadium

Name: Lane Stadium, for the late Edward H. Lane, a graduate and a former member of the Board of Visitors (Smith & Williams, 1993, p.18).

Stadium
 Capacity: 52,000 (Smith and Williams, 1993, p.18).

Press Box: A four-deck facility. First Level- President's Floor. Second Level- Golden Hokie Club Box. Third Level- Two rows for the press, statisticians, and scouts. Fourth Level- Athletic Director's box, Virginia Tech coaches, clock operators, and guests. Fifth Level- team film crews, visiting coaches, television, still and game film decks (Smith & Williams, 1993, p.2).

Lighting: Lane Stadium, Worsham Field is equipped with full field illuminated halogen lighting. The stadium has a total of 200 lights used when playing a home game at night (D. Perry, personal communication, January 15, 1994).

First Game: The first game to be played in Lane Stadium was on October 2, 1965. Virginia Tech defeated William and Mary, 9-7. The official dedication ceremony took place on October 23, 1965, when Virginia Tech defeated University of Virginia, 22-14 (Smith & Williams, 1993, p. 18).

Important Telephone Numbers

Lane Stadium First Aid	231-4915, 1-888, or 1-911
Lane Stadium Maintenance	231-6067
Virginia Tech Ticket Office	231-9993
Virginia Tech Athletic Department	231-6796
Virginia Tech Operations Director	231-6489
Virginia Tech Police	231-6411

(C. Walters, personal communication, January 15, 1994)

Stadium Policy and Information

First Aid Information

Virginia Tech Athletic Department will provide three (3) first aid stations staffed by trained medical personnel.

Each station will have members of the Virginia Tech and Blacksburg Rescue Squad as well as two doctors who are provided by Health Services (Infirmary) of Virginia Tech.

First Aid Locations

East Upper Deck	at the ramp
East Side	below Section 1
West Side	below Section 2

Ambulances are located in the south end zone and at each first aid station

In case of an emergency, an individual should notify any usher or public safety officer. Medical personnel will be contacted immediately.

Area Hospitals

Montgomery County Regional	(703) 951-1111
Radford Community Hospital	(703) 731-2000
Roanoke Memorial Hospital	(703) 981-7000

Gate Information

All stadium parking gates will open six (6) hours prior to kick-off. Stadium gates will open five (5) hours prior to kick-off for all service vehicles and employees. No one will be permitted through the gate without a pass. All stadium public gates open two (2) hour prior to kick-off.

General Ticket Information

When available, tickets will be on sale from 9:00 a.m. to 11:00 a.m. at the ticket office in Cassell Coliseum on the day of a game. After 11:00 a.m., tickets will be sold at the stadium ticket office.

Will Call Gates

General Will Call is located on the west side of Lane Stadium (flagpole end). Virginia Tech Player Ticket Will Call is located on the west side of the stadium, below the public gates. The Virginia Tech Prospects Will Call is located on the soccer field at the tailgate tent. The soccer field is adjacent to the Jamerson Athletic Center and behind the north end zone of Lane Stadium. High School Coaches Ticket Will Call booth is located on the lower side of the stadium, behind the scoreboard. The Visiting Team Will Call booth is located at the main gate at the north end (flagpole) of Lane Stadium (Appendix A). If there are any questions, contact the Athletic Ticket Office at 703-231-6731 or 703-231-9993.

General Policies for Lane Stadium

- * All persons must have a ticket.
- * Ticket holder will be restricted to section, row, and seat of ticket.
- * All sales are final.
- * Tickets will only be refunded in case of an emergency

such as a death in the family or sickness. If a ticket or tickets is lost, they may be replaced if they were bought in advance and are recorded on the Ticket Office computer system. This may be done by contacting the Ticket Office at 703-231-6731.

- * The holder of a ticket agrees to abide stadium and University policies.
- * No alcoholic beverages are permitted in the stadium.
- * If a ticket holder in the stadium is apprehended with alcohol, they will be subject to ejection and/or alcohol will be confiscated.
- * No umbrellas are permitted in the stadium.
- * No containers are permitted in the stadium.
- * The following items are not permitted in the stadium: umbrellas, alcohol, containers, coolers, bottles, or any object deemed hazardous by game management personnel. All personnel are instructed to enforce this rule in the interest of safety.

General Stadium Information

Rest rooms are located along both sides of the stadium and can be reached by exiting any portal. The rest rooms alternate men's and women's beginning at the north endzone and extending to the south endzone.

Lost and found is located at the ticket booth near ramp 12 on the west side of the stadium (Appendix A). Following the conclusion of the game, all articles will be relocated to Cassell Coliseum. Individuals may call 703-231-9963 on Monday following the game to inquire about items.

Smoking is not permitted in the stands or in any enclosed area, such as rest rooms or locker rooms. Those wishing to smoke may do so in the open area underneath the stadium.

Signs

All signs, banners, and posters that are offensive to other individuals and teams, that are not met in good taste, that block the view of spectators will not be allowed. Signs hanging on stadium walls, bleachers, ramps, or athletic grounds are prohibited as a safety precaution, and to avoid defacing property with tape, glue, nails, or other materials. Special event signs may be displayed with permission from the Marketing and Promotions Office, 703-231-4223, and from the Director of Athletics, 703-231-3977.

Game Programs, Concessions, Novelty

Game programs will be sold inside Lane Stadium as well as at numerous locations outside the stadium. Concession stands are located underneath the stands. For those seated in the south endzone bleachers, a concession area is located at ramp 19 on the east side of the stadium. Novelty items may be

purchased at stores located under the west stands between sections 6 and 8 and under the east stands by ramp 19.

Public Address

Messages for the public address announcer are acceptable only for emergencies and must be approved by the sports information director. During all home games, announcements regarding class reunions, sponsors, and special events, will be made if submitted by 12:00 p.m. on Friday, before each home game.

Lane Stadium Numbering

Each section of Lane Stadium is numbered sequentially from left to right on the west side and from right to left on the east side when facing the field. Each row in the stadium is in alphabetical order with "A" being the lowest to the field. Seats will be odd and even numbered with the odd numbered seats always being on the left hand side of each ramp entering the stadium (Appendix A).

Lane Stadium Seating Capacity

West Side	17,000
East Side	30,000
South Bleachers	2,000
TOTAL	52,000

If needed, portable bleachers can be rented to allow an additional 3,000 seats. The rental bleachers would be placed at the north end of Lane Stadium.

Handicap

Seating for the disabled is provided in the east stands. There are approximately 150 seats in the designated handicap area. There is also a covered area located at the north end of the stadium for those fans who can not be exposed to the sun. Virginia Tech provides two carts that are handicap accessible and that transports fans from the parking lot to their seats and returns them following the game. Handicap parking is located in Lot 2, directly behind the scoreboard. This parking area will only be accessible if a handicap decal is issued by the Division of Motor Vehicles and is displayed. All other reserved parking areas will be accessible with a parking pass for a particular lot (Appendix B).

Virginia Tech Team

Introduction

Within this section there is information concerning the home team. The home team will provide the following information.

Friday Practice Time

The home team will work out the day before the scheduled contest at Lane Stadium. The work out time is set prior to the season by the head coach. This allows the maintenance and field crews to make necessary preparations, and the visiting team to schedule their work-out.

Transportation (Game Day)

Transportation will be secured well in advance by the football office through Eddie Ferrell, the football team trainer. Parking passes will be issued to all vehicles needed for transportation of team or equipment to the game site on Friday before the scheduled game (Appendix C).

Arrival Time (Game Day)

The home team's expected arrival time should be known by team escorts and the Virginia Tech Athletic Department's Sports Information Director. If there are any arrival time changes contact Jack Williams of the Sports Information Office.

Bench Area Passes

Coaches passes will be provided for the those people associated with the team who are not in uniform such as coaches, trainers, managers, and team doctors. Sideline

passes will be issued for those who need to be on the sidelines, but not in the coaches box (Appendix D).

All-Stadium Passes

People associated with the team who need access to all areas of the stadium including bench, press box and locker rooms will be issued a Go Anywhere pass (Appendix E). These passes will only be given to those who receive permission from the Director of Athletics.

Police Escort

Police escort for the home team to and from the game will be provided by the Virginia Tech Police. It is the responsibility of the football staff to make the necessary arrangements by contacting the police at 703-231-6411.

Locker Room Security

Security will be provided from the time the team leaves on Friday evening until the team leaves after the game on Saturday. The security guard will be hired by Don Perry, Game Operations Manager.

Visiting Team

Introduction

Before the scheduled game, the visiting team should be contacted in advance by the Associate Athletic Director (Appendix F). The team should receive information about Virginia Tech, its campus and facilities, date and time of game and a copy of the Visiting Team Information form which requests the following information.

Contact Person

A contact person is needed in order to send further information and/or any changes. If there are any changes in the itinerary, the contact person should notify the Virginia Tech Associate Athletic Director's office as soon as possible.

Travel Arrangements and Lodging

The travel arrangements are requested from the Virginia Tech's Associate Athletic Director in order to provide the necessary police escorts to and from the game. For escort service, the Associate Athletic Director should be contacted in advance at 703-231-6489.

Practice Time

The visiting team's request for a specific practice time must be submitted on the Visiting Team's Information form. It is approved only if it does not interfere with Virginia Tech's pre-set practice time.

Sideline Headphones

It is necessary for the department to know the number of coaches phone lines needed and any other special requests two weeks in advance to fill the visiting team's requests. These requests will be the responsibility of the Game Operations Director at 703-231-6489.

Bench Area Passes

Bench area passes will be provided for those people associated with the team who are not in uniform (Appendix D). This will include coaches, trainers, managers, and team doctors.

All Stadium Passes

People associated with the visiting team who need access to all areas of the stadium will be issued a Go Anywhere pass (Appendix E). These will include benches, press box, and locker rooms.

Locker Room Security

Security will be provided from the time the team arrives on Friday evening until the team leaves after Saturday's game. This will be handled by a stadium guard who secures the press box the night before the competition.

Visiting Administrators

The visiting administrators will receive all necessary credentials through the Athletic Director's office. The administrators will receive eight tickets to the visiting athletic director's box, eight Go Anywhere passes (Appendix E) and eight parking passes (Appendix B). These credentials will be mailed two weeks prior to the game.

Game Day Supplies

The following will be provided to the visiting team's locker room by Virginia Tech.

2 water coolers	200 towels for game day
1 ice chest and towels	8 cases of iced down cola
1 stretcher	3 dozen quartered oranges
1 pair adjustable crutches	2 treatment/taping tables
800 pounds ice	

It is important that the Visiting Team Information form be completed by the visiting team and returned to Virginia Tech's Associate Athletic Director one month prior to the

game. After receiving the form, all necessary actions will be taken to provide the services requested. Once the form is returned, coaches sideline passes, parking passes, press box passes, and game day operations booklets will be sent to the visiting team.

Traffic Control and Security

Traffic Control

This area will be the responsibility of Don Perry of the Virginia Tech Athletic Department. John Beamer and Curtis Lynch with the Virginia Tech Parking Services will also assist with the traffic control. The group will meet in March preceding the upcoming season to determine which parking areas will be used for the contributors, public, and handicap. Following this meeting, Don Perry will meet with the Virginia Tech Police, Jody Falls and Mike Jones, Blacksburg Police, Christiansburg Police, the Montgomery County Sheriff's Office, and Dan Brugh of the Virginia Department of Highway. At this meeting, it is determined where the flow of traffic will be coming from based on the home schedule.

The highway department will adjust all signage to Lane Stadium according to the flow of the traffic. The direction of traffic through the network of highways is the direct responsibility of the Virginia Department of Highways. This department will also schedule the stoplights from Roanoke to

Blacksburg on a computer system located in Christiansburg. Following a home game, all signage will be picked up by the Department of Highways. When traffic enters the campus, the Virginia Tech Police will work with the Virginia State Police to direct fans to the proper parking areas based on their parking passes that are displayed in their cars (D. Perry, personal communications, February 13, 1994).

Security

The Virginia Tech Police will coordinate with the Virginia State Police, Blacksburg Police, Christiansburg Police and the Montgomery County Sheriff's Office in assisting with game crowd control. There are no special requests or instructions by the Athletic Department because this is the nature of the police forces' job. The Athletic Department will allot monies to the Virginia Tech Police for implementation of game security. A portion of this money provides meals for the officers. Complimentary tickets may be acquired for the police officers families by contacting Captain Jody Falls one week in advance at 703-231-6411 (D.Perry, personal communications, February 13, 1994).

Additionally, the Virginia Tech Police will be responsible for arranging escorts for the home and visiting teams to and from the stadium on the day of the game. All police mentioned will also provide security during home games held in Lane Stadium to include all parking areas, stadium areas,

field and gates. During the pre-game and post-game times, all security is supervised by the Virginia Tech Police from a 10th floor box in the Lane Stadium's press box. This location is the best way to visibly secure all areas. While the game is in progress, police officers will be stationed throughout the stadium and parking lots during the game. In the event of an emergency such as bomb threats, evacuation of stadium or natural disaster, the Virginia Tech Athletic Director and Game Operations Director will report to the Virginia Tech police on the 10th floor to implement a plan for such emergencies.

Warm Up Areas

Warm Up Policy

The BIG EAST Football Conference teams have agreed to use the "L" system when warming up before the game. Each team's long side of the field will be next to the their respective bench. The diagram that follows will show the "L" system used for all warm ups (Figure 1). During the game, an area will be set up for players to warm up outside the team area.

Game Operations Itineraries

Introduction

This section contains information with itineraries to be used for home games. Pre-game and half-time itineraries will

Warm-up area - It is agreed that the teams will use the "L" system when warming up. Coaches are to use the long side of the field where their bench is located for warm-up. The above diagram shows the "L" system for organizing warm-up. During the game, the players will be allowed to warm-up up and down the sidelines outside the team areas.

Figure 1
Warm - Up Area

be discussed as well as information regarding special events and presentations.

Pre-Game

For each home game, a countdown of scheduled events taking place on game day will be given to the home and visiting teams (Appendix G). The officials, public address announcer, ticket takers, police personnel, game operations management staff, and all groups participating in the activities will also receive a copy of the schedule.

Half-Time

All intermissions for conference football games will be limited to a maximum of twenty (20) minutes by rule of the National Collegiate Athletic Association (National Collegiate Athletic Association (NCAA), 1993). If both bands are performing, each band will be allotted a specified amount of time to perform by the Director of Media Relations. The times should include the time it takes for them to get on and off the field. In all cases, the field must be cleared five minutes before the start of the second half (Appendix G).

Special Events and Presentations

Special events and presentations may occur during pre-game and half-time ceremonies, provided they do not delay the start of the game or second half (P. Morse, personal

communication, January 16, 1994). This rule is enacted and enforced by Virginia Tech unless agreed upon by the two head coaches. All coaches, officials, public address announcer, and game personnel will be made aware of these special events and presentations by the Virginia Tech Sports Marketing Department. Each event will receive authorization from the Virginia Tech Sports Marketing Department (P. Morse, personal communication, January 16, 1994).

Officials

Introduction

This section contains information concerning the officials for the game. Their game assignments, housing, transportation, payment, and dressing rooms will be discussed. The chain crew and ball boys will be mentioned in this section as part of the officials crew.

Game Assignments

Officials for Virginia Tech home football games will be assigned by the BIG EAST Football Conference. Eight officials will be provided: one clock operator and seven field officials along with an observer who is provided by the BIG EAST Football Conference (D. Monk, personal communication, January 16, 1994).

Housing

The officials assigned to these games will be housed at the Best Western Red Lion Inn. The BIG EAST Football Conference will make all the necessary arrangements for the lodging. The lodging is paid by the Virginia Tech Athletic Department.

Transportation

The BIG EAST Football Conference will provide travel allowance to all officials. The officials provide their own transportation to and from the game site.

Payment

Prior to each season, the head coach's secretary will type a requisition for payment, checks are then mailed to the Athletic Business Office where they are placed in the safe. The checks remain in the safe until the Friday before each home game. The Associate Athletic Director is responsible for delivering payment checks to the officials prior to the start of the game.

Dressing Room

The dressing room for officials is located in the Jamerson Athletic Center. This room will contain a blackboard, game programs, shower facilities, towels, and a pre-game meal. The equipment manager will make the necessary arrangements.

Chain Crew

The host team will be responsible for furnishing one box man, two chain men, one clip man and a person responsible for recording all penalties. This crew will report two hours before the scheduled kick-off and meet with the officials at that time. These employees will be provided with a uniform, chains, and markers. This is the responsibility of the Equipment Manager and Associate Athletic Director.

Ball Boys

The host team will provide six ball boys for each home game. This job should only be given to adults because of its important nature. If young adults are used, they should be of high school age, dependable, follow instructions, and possess a general knowledge of football. The BIG EAST Football Conference will provide t-shirts and hats to be worn while working. This group will report two hours before the scheduled kick-off. This area will also be the responsibility of the Virginia Tech Associate Athletic Director and Equipment Manager.

Facility Preparation

Introduction

Within this section there is a discussion on preparation of Lane Stadium and the surrounding area for a home game.

The field, stadium, grounds, and post game clean up are also discussed.

Field

The game field at Lane Stadium will be prepared for competition by the Virginia Tech Athletic Department field maintenance crew. The Physical Plant Department at Virginia Tech will also play a big role in assisting the field maintenance crew in preparing the field for a home contest. Virginia Tech will be responsible for meeting field specifications as established by the National Collegiate Athletic Association (NCAA, 1993) (Appendix H).

Stadium/Structures

The maintenance crew or Physical Plant will be responsible for all structures associated with Lane Stadium. This will include routine maintenance to bleachers, rest rooms, ticket booths and office, concession stands, press box, locker rooms, scoreboard, and any other physical structure at Lane Stadium. For maintenance above what cannot be provided by the maintenance crew and Physical Plant, will be contracted out by the order of the Game Operations Director of Virginia Tech. Prior to each game, a checklist will be available to assure all areas are secure and properly equipped for the game (Appendix I).

Grounds

All grounds associated with Lane Stadium complex will be maintained by the maintenance crew and Physical Plant. This includes cutting of grass, maintaining roads, parking areas, gates, and fences. Any maintenance requiring service above what cannot be provided by the maintenance crew and Physical Plant will be contracted out by the order of the Game Operations Director of Virginia Tech.

Post Game Clean-Up

A contracted service is provided by the Virginia Tech Athletic Department to clean Lane Stadium after each home game. This clean-up is generally done on Sunday, following a Saturday home game. The press box will be cleaned by a contracted service as well. These contracts are bid out through the University Purchasing Department, according to the State regulations (D. Perry, personal communication, January 15, 1994).

Game Operations Communications

Introduction

This section contains information concerning communication during a home football game. Radio and transportation are the two topics discussed.

Radio

Communication between different services within the stadium is important for a smooth operation of the event. Radio contact between the game operations manager and supervisors will be maintained at all times. The Director of Sports Marketing, Director of Concessions, and all police will have a radio set to assure communications between the Game Operations Director and the proper supervisors.

Transportation

The game operations manager and maintenance crew will use golf carts as a primary source of transportation at the stadium. The Virginia Tech Athletic Department will have eight (8) golf carts available during a game, to be used as needed.

Press Box Operations

Introduction

In this section there is a discussion of the different jobs and areas to be used in the press box for home games. It includes the press level, coaches booths, scoreboard operator, twenty-five second clock operator, and the passes for the above mentioned positions.

Press Box Level

The press level floor will be set-up by Jack Williams and Dave Smith of the Sports Information Office at Virginia Tech. The press level at Lane Stadium is for working members of the media. No one will be admitted to the press level without an elevator and press pass (Appendix J). Jack Williams is responsible for issuing all press passes. Food is provided to this area by Culinary Services of Virginia Tech by contract. This contract is arranged through Jeff Bourne of the Virginia Tech Athletic Department Business Office. All telephones used are checked by the Game Operations Director and Communications Network Systems of Virginia Tech. Writers are responsible for providing their own computers and are able to work through the standard telephone lines provided by Virginia Tech. Television cameras are permitted on the top floor of the press box for filming footage.

Coaches Booth

The visiting coaches booth is located on the 10th level of the press box. Eight (8) press box passes will be provided to the visiting team. The coaches headphones set-up will have two offensive and two defensive headsets in the press box and on the field. There will be one headset on the field for the head coach. The home coaches booth is located on the 9th level of the press box. Eight (8) press box passes will be provided to the home team. The coaches headphones set-up will

have two offensive and two defensive headsets in the press box and on the field. There will be one headset on the field for the head coach.

Scoreboard Operations

The Virginia Tech Athletic Department's Game Operations Director is responsible for assigning a qualified person to operate the scoreboard and message board. The person will be responsible for the complete operations of the scoreboard. All such workers will receive parking passes for the "rear" of the coliseum, game workers' pass and elevator pass (Appendices C, K, L). All passes are mailed two weeks prior to the season.

Twenty-Five Second Clock

The clock will be operated under the supervision of the field judge and run by a school assigned clock operator. The location of the operator will be in the press box. The clock operator is hired by the Game Operations Director of Virginia Tech. This individual will receive a parking pass for the "rear" of the coliseum, a game worker pass and an elevator pass (Appendices C, K, L). All passes are mailed two weeks prior to the season.

Admissions Passes

Introduction

In this section there is a discussion on admission passes. All administrators, game operation staff members, press, photographers, television crews, VIP booths, and Rector Field Houses passes will be discussed.

Administration

Virginia Tech's athletic director, associate athletic director and assistant athletic directors will be issued a Go Anywhere pass (Appendix E). The pass will identify the individual and will allow them access to any area. The pass will not serve as a game admissions ticket.

Game Operations Staff

All ticket sellers, ticket takers, concessionaires, program sellers, ushers, maintenance crew and any persons who has a responsibility to work inside the stadium. These passes will be mailed two weeks prior to the start of the season, through the Game Operations Director for Virginia Tech (Appendix K). The supervisors for the ticket sellers, ticket takers, and ushers, all concessionaires and maintenance crew will receive parking passes for the "inside" of the stadium. The ticket sellers, ticket takers, and ushers will receive a parking pass for the "rear" of the coliseum. The program sellers will

receive one "inside" the stadium parking pass for the purpose of dropping off the programs (Appendix C).

Press

All press credentials will be issued by Jack Williams of the Virginia Tech Sports Information Office. Any organization or individual needing a press pass will need to call the Sports Information Office at 703-231-6726 at least one month prior to the scheduled game.

Photographers/Television

All photographers and television credentials will be issued by Jack Williams of the Virginia Tech Sports Information Office. Any organization or individual needing a pass will need to call the Sports Information Office at 703-231-6726 at least one month prior to the scheduled game.

V.I.P. Booth

These credentials are handled by different departments within Athletics. Nancy Lipscomb of the Athletic Fund Office handles credentials for Mr. Worsham, Mr. Bowman, and Mr. Jamerson on the 9th floor (Appendix L). Nancy Lipscomb also handles credentials for the Hokie Club floor (Appendix M). Credentials for the President's floor is handled by his/her office. The media credentials for the 7th floor is handled by Jack Williams of the Sports Information office.

Rector Field House

This building is reserved for the Hokie Club. All credentials and planning is handled by the Virginia Tech Athletic Fund office.

Virginia Tech Prospects and Player Guests

Introduction

This section contains information concerning the prospects and guests of Virginia Tech. The area discussed are prospects and guests will receive tickets and meet before the game.

Virginia Tech Prospects

The recruiting coordinator will assume that the area assigned for the reception of Virginia Tech Prospects is equipped with tables, chairs, and any other services needed. The ticket office will assign personnel to issue tickets and the recruiting coordinator will assign hostess' for the event.

Virginia Tech Player Guests

The player's guests will pick up game tickets at the Player Gate on the West Side of Lane Stadium (Appendix A). The director of the ticket office will assign personnel to handle issuing of tickets.

Support Groups

Introduction

In this area there is a discussion of all groups associated with a home football game. The people included are cheerleaders, bands, color guard, ticket sellers, ticket takers, ushers, manpower services, program sellers, concessions, and novelties.

Cheerleaders

The Virginia Tech cheerleaders will be admitted by uniform through the tunnel located at the north end of the stadium. The visiting cheerleaders will be admitted by uniform through the field gate at the south end of the stadium. All squads must follow the safety rules and regulations enforced by the Universal Cheerleaders Association (K. Sheperd, personal communication, February 21, 1994). Parking passes for the squads will be issued by the Game Operations Director (Appendix C).

Bands

The Virginia Tech Marching Virginians and the Highty Tighties bands will enter Lane Stadium through the tunnel located at the north end of Lane Stadium and will be located in Section 5, East Side of Lane Stadium. The visiting band will need to notify Virginia Tech on the Visiting Team Information form if they plan on attending the game. Prior

arrangements will need to be made to meet all their needs. The visiting band will enter at the south end of Lane Stadium and will be located in the bleachers, below the scoreboard.

Color Guard

The Color Guard will be provided by the Virginia Tech Corp of Cadets. The coordinator for the Color Guard is the Sports Marketing Director.

Ticket Sellers

Ticket sellers for Virginia Tech football games will work in coordination with the athletic department ticket office manager and staff. Ticket sellers will work in a part-time capacity. The assigned supervisor of the ticket sellers will keep track of all hours worked, number of tickets sold, and provide reports to the athletic department. Ticket sellers will be given an employee pass and parking pass for the season (Appendices K, C).

Ticket Takers

Ticket takers for Virginia Tech football games will work in coordination with the Athletic Department game operations managers. Ticket takers will work in a part-time capacity. There will be several assigned supervisors, they will keep track of all hours worked, attempt to solve any problems and report directly to the game operations manager. Ticket takers

will be given an employee pass and parking pass for the season (Appendices K, C).

Ushers

The Virginia Tech Athletic Department will provide ushers for football games. The ushers will work in coordination with the Athletic Department game operations manager. Ushers will work in a part-time capacity. There will be several assigned supervisors, they will keep track of all hours worked, attempt to solve any problems and report directly to the game operations manager. There should be at least one usher per portal, and a greater number assigned to special areas, such as the handicap and student's section. Ushers will be given an employee pass and parking pass for the season (Appendices K, C).

Man Power Service

During all home games, the game operations director will make arrangements for plumbers, electricians and mechanical services. These will be available if needed by the Game Operations Director.

Program Sellers

The program sellers will be a contracted serviced coordinated with the Business Office of the Athletic Department at Virginia Tech. The contracted service will be

allotted ten (10) percent of all revenue from the program sales. After collection, money is taken to the Ticket Office to be counted and is turned into the Virginia Tech Athletic Business Office on Monday following the game. The program sellers should be strategically placed around the stadium. Employee passes and parking passes will be provided for the program sellers (Appendices K, C). These passes will be issued by the Operations Director prior to the start of the season.

Concessions

Concession operations at Lane Stadium are managed by the V.P.I. Facilities. No other vendors will be permitted to sell food or beverages inside the stadium or outside the stadium grounds without permission from Don Williams of the University Bookstore (D. Williams, personal communication, February 10, 1994). These services will be put through a bid process with the lowest bid receiving a contract for service. Each concession stand will be managed by area civic groups. Inventory for the individual products in the concession stands will be handled by those companies. All employees and service vehicles will be provided with passes. All service vehicles will enter through the gate at the north end of Lane Stadium. These passes will be issued by Don Williams on Friday prior to the scheduled game (Appendices C, K).

Novelties

Novelty operations at Lane Stadium are managed by the Virginia Tech University Bookstore. No one other than the vendors selected by the contract shall be permitted to sell novelties inside the stadium or on the stadium grounds without the permission of Don Williams of the University Bookstore (D. Williams, personal communication, February 10, 1994). Employee passes and parking passes will be provided for individuals working in the capacity (Appendices K, C). Workers and service vehicles will enter through the gate at the north end of the stadium. They will arrive approximately four to five hours before the scheduled kick-off.

Television Games

Introduction

In this section there is a discussion on all areas dealing with a television game. These areas include equipment, electrical hook-ups, booths, passes and meals for the crew.

Equipment/Trucks/Lifts

Lane Stadium is pre-wired for normal operations of a production truck with 200 amps. It is prepared to handle one up-link satellite truck. In the north end zone, a 50 foot tower will be available for end zone shooting (D. Perry, personal communication, January 17, 1994).

Electrical Hook-ups

Lane Stadium will have a 200 amp for electrical hook-ups to go along with hook-ups previously mentioned for equipment trucks. The hook-ups will be the responsibility of the Game Operations Director (D. Perry, personal communication, January 17, 1994).

Booths/Camera

Lane Stadium will be equipped with three (3) enclosed booths that can be used by camera crews or the game announcer. There will also be a truck available to be used for a sideline camera.

Passes/Parking and Access

For television crews, Virginia Tech will allot twenty-five (25) passes and six (6) parking passes (Appendices D, J, C). These passes will be picked up on Friday before the schedule game and will be issued by Jack Williams, Director of Media Relations.

Meals

It is the responsibility of the television crew to provide meals for their workers. Virginia Tech suggest they purchase meal tickets for the dining halls because it is within walking distance to the stadium.

References

- National Collegiate Athletic Association. (1993), Rules and interpretations, Kansas: National Collegiate Athletic Association Convention.
- Smith, D. and Williams, J. (Eds.). (1993), Virginia Tech football, Virginia: University Printing Services.

Appendix B

Reserved Parking Passes

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE

9 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

2

SEASON
VT
PARKING

H

SPACE

LOCATION - SOUTH END OF STADIUM BEHIND
SCOREBOARD - USE SOUTHGATE DRIVE OR SPRING ROAD

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE

9 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

2

SEASON
VT
PARKING

H

SPACE

LOCATION - SOUTH END OF STADIUM BEHIND
SCOREBOARD - USE SOUTHGATE DRIVE OR SPRING ROAD

Appendix B (continued)

Reserved Parking Passes

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE

9 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

2

RESERVED VT PARKING	I
----------------------------------	----------

LOCATION - SOUTH END OF STADIUM BEHIND
SCOREBOARD - USE SOUTHGATE DRIVE OR SPRING ROAD

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE

9 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

2

RESERVED VT PARKING	I
----------------------------------	----------

LOCATION - SOUTH END OF STADIUM BEHIND
SCOREBOARD - USE SOUTHGATE DRIVE OR SPRING ROAD

Appendix B (continued)

Reserved Parking Passes

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE

9 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

2

SEASON
VT
PARKING

0

SEASON

LOCATION - SOUTH END OF STADIUM BEHIND
SCOREBOARD - USE SOUTHGATE DRIVE OR SPRING ROAD

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE

9 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

2

SEASON
VT
PARKING

0

SEASON

LOCATION - SOUTH END OF STADIUM BEHIND
SCOREBOARD - USE SOUTHGATE DRIVE OR SPRING ROAD

Appendix B (continued)

Reserved Parking Passes

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE

9 - 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

2A

RESERVED VT PARKING	C AMPER
----------------------------------	----------------

LOCATION - SOUTH END OF STADIUM
BEHIND SCOREBOARD - USE SOUTHGATE DRIVE

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE

9 - 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

2A

RESERVED VT PARKING	C AMPER
----------------------------------	----------------

LOCATION - SOUTH END OF STADIUM
BEHIND SCOREBOARD - USE SOUTHGATE DRIVE

Appendix B (continued)

Reserved Parking Passes

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE
9 2

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE
9 2

DUPLICATES WILL NOT BE ISSUED

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

LOT NUMBER

2A

2A

RESERVED

VT

PARKING

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RESERVED

VT

PARKING

H

SEASON

SEASON

LOCATION - SOUTH END OF STADIUM
BEHIND SCOREBOARD - USE SOUTHGATE DRIVE

LOCATION - SOUTH END OF STADIUM
BEHIND SCOREBOARD - USE SOUTHGATE DRIVE

Appendix B (continued)

Reserved Parking Passes

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE

9 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

2

RESERVED VT PARKING	P
--	----------

GAME

LOCATION - SOUTH END OF STADIUM BEHIND
SCOREBOARD - USE SOUTHGATE DRIVE OR SPRING ROAD

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE

9 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

2

RESERVED VT PARKING	P
--	----------

GAME

LOCATION - SOUTH END OF STADIUM BEHIND
SCOREBOARD - USE SOUTHGATE DRIVE OR SPRING ROAD

Appendix B (continued)

Reserved Parking Passes

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE
9 2

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE
9 2

DUPLICATES WILL NOT BE ISSUED

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

LOT NUMBER

3

3

RESERVED

RESERVED

VT

I

VT

I

PARKING

PARKING

GAME

GAME

LOCATION - SOUTH END OF STADIUM ADJACENT TO
RECTOR FIELD HOUSE USE SOUTHGATE DRIVE

LOCATION - SOUTH END OF STADIUM ADJACENT TO
RECTOR FIELD HOUSE USE SOUTHGATE DRIVE

Appendix B (continued)

Reserved Parking Passes

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE

9 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

3

SEASON
VT
PARKING

S

SEASON

LOCATION - SOUTH END OF STADIUM ADJACENT TO
RECTOR FIELD HOUSE USE SOUTHGATE DRIVE

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE

9 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

3

SEASON
VT
PARKING

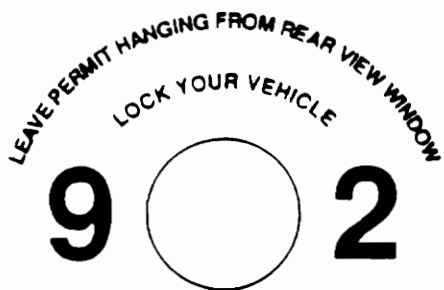
S

SEASON

LOCATION - SOUTH END OF STADIUM ADJACENT TO
RECTOR FIELD HOUSE USE SOUTHGATE DRIVE

Appendix B (continued)

Reserved Parking Passes



DUPLICATES WILL NOT BE ISSUED

LOT

NUMBER

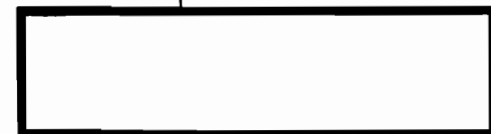
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SEASON

VT

PARKING

I



LOCATION - CORNER SOUTH GATE AND TECH CENTER DRIVE
ENTER FROM SOUTH END OF STADIUM

Appendix C

Equipment Truck Pass

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE
9 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

O

VT

**RESERVED
PARKING**

- S - Stadium
- J - Jamerson
- R - Rear
- C - Coach

GAME

ENTER BETWEEN STADIUM & COLISEUM

LEAVE PERMIT HANGING FROM REAR VIEW WINDOW
LOCK YOUR VEHICLE
9 2

DUPLICATES WILL NOT BE ISSUED

LOT NUMBER

O

VT

**RESERVED
PARKING**

- S - Stadium
- J - Jamerson
- R - Rear
- C - Coach

GAME

ENTER BETWEEN STADIUM & COLISEUM

Appendix D

Sideline Pass

<p>○</p> <p>VIRGINIA TECH</p>
<p>SIDELINE</p>
<p>vs. N.C. STATE <small>(Homecoming)</small> SATURDAY OCT. 17, 1992 1:00 P.M. TIME SUBJECT TO CHANGE 089 <small>Weldon, Williams & Lick</small></p>
<p>-----</p> <p>VA. TECH vs. N.C. STATE PRESS BOX-MEAL TICKETS 089</p>

Appendix E

Go Anywhere Pass



Official Guest of Virginia Tech

is an official guest of the Virginia Tech Hokies

This card will permit access through all gates, field, press box, dressing rooms, coliseum floor and press rooms.

David T. Braine, Director of Athletics

Date

Appendix F

VISITING TEAM INFORMATION FORM

Lane Stadium
Blacksburg, Virginia
Visiting Team Information

Game: Virginia Tech vs. Syracuse **Date:** 11/13/93 **Time:** 1:00 p.m.

Contact Person:

Name _____
 Address _____
 Telephone _____
 Fax _____

Travel Arrangements:

Charter/Commercial Carrier _____
 Arrival in Roanoke _____
 Ground Transportation _____

Lodging:

Hotel _____
 Telephone No. _____
 Practice time departure from hotel _____
 Saturday departure time for game _____

Equipment:

Trucked or Chartered _____
 Arrival Time at Lane Stadium on Fri. _____
 Person handling equipment _____
 Telephone Number _____

Practice Time (Friday):

Time Requested _____
 NOTE: Virginia Tech will practice on Friday, 3:45 - 5:00 p.m.

Sideline Phones (coaches):

Number of coaches phone lines needed _____
 Will you have your own system _____
 Person handling phones _____
 Telephone Number _____
 Special Requests _____

NOTE: A Virginia Tech telephone man will meet with visiting team representative on Saturday morning of game day. Call 703-231-6489 for any special arrangements.

A police escort will be provided for your team on Friday for practice and Saturday for game day. Please note the State of Virginia does not allow a police escort to exceed the speed limit. Therefore, make sure you plan adequate time to arrive at Lane Stadium in Blacksburg.

Please return to: Danny Monk, Associate Athletic Director, 358 Jamerson Athletic Center, Blacksburg, VA 24061-0502, (Telephone 703-231-6489 Fax 703-231-3060)

Appendix G

GAME DAY COUNTDOWN SHEET

1993 Virginia Tech Football
Pre-Game & Half-Time Schedule
Virginia Tech vs. Syracuse--Saturday, November 13--12:00 p.m.

-
- 7:00 a.m. - Parking lots guarded
 - 8:00 a.m. - Entrance road gates open; flags raised; Concession trucks arriving-East gate
 - 8:30 a.m. - Programs arrive; Press Box levels open
 - 9:00 a.m. - Col. ticket office, stad. ticket booths, high school coaches booth & Will Call
- Custodians arrive; Rest rooms open; electrical power turned on
 - 9:30 a.m. - Coliseum doors and dressing area secured
- Food for Press Box levels arrive; Stad. Club and Rector Field House dinners
 - 9:45 a.m. - Student ticket takers, ushers, and guards meeting
 - 10:00 a.m. - Public and Players gates open at main West entrance
- Athletic Fund office opens
- Officials meeting at Coliseum dressing room 217
 - 11:00 a.m. - First-aid and doctors meeting, West stands first-aid Section 2
 - 11:15 a.m. - Officials meeting with Timer, Ball retrievers, Chain Crew, room 217
-

Pre-Game

- 11:47:00 a.m. START CLOCK; 20 minute pre-game countdown and field cleared for pre-game entertainment
 - 11:47:30 a.m. Pre-game show begins -Highly Tighties
 - 11:56:00 a.m. Highly Tighties - National Anthem & form tunnel
 - 12:02:00 p.m. Syracuse on field
 - 12:03:00 p.m. Hokies on field
 - 12:04:00 p.m. Captains to mid field
 - 12:04:30 p.m. Coin Toss
 - 12:05:30 p.m. Final team huddles
 - 12:07:00 p.m. KICK-OFF
-

Half-Time 20 minute countdown on scoreboard.

- 20:00 Teams clear field; half-time show begins - Marching Virginians perform
 - 15:00 Introduction of seniors parents
 - 12:00 Marching Virginians perform
 - 10:00 Introduction of Liberty Bowl reunion participants
 - 5:00 Field cleared
 - 3:00 Teams return to field
 - 0:00 Second half kick-off
-

Officials	Referee Monk	Line Judge Robbins	Observer T. Murphy
Linesman	Marinucci	Back Judge Egizio	25 Clock P. Gunsten
Field Judge	McKee	Umpire Klages	Clock Oper B. Himes
Side Judge	Detillier		

Distribution	Bourne	Horton	Morse	Roth	Visiting Team Band
Braine	McNeer	Perry	Williams	PA Announcer	Ferrell
Monk	Ragazzo	Officials	Karlin		

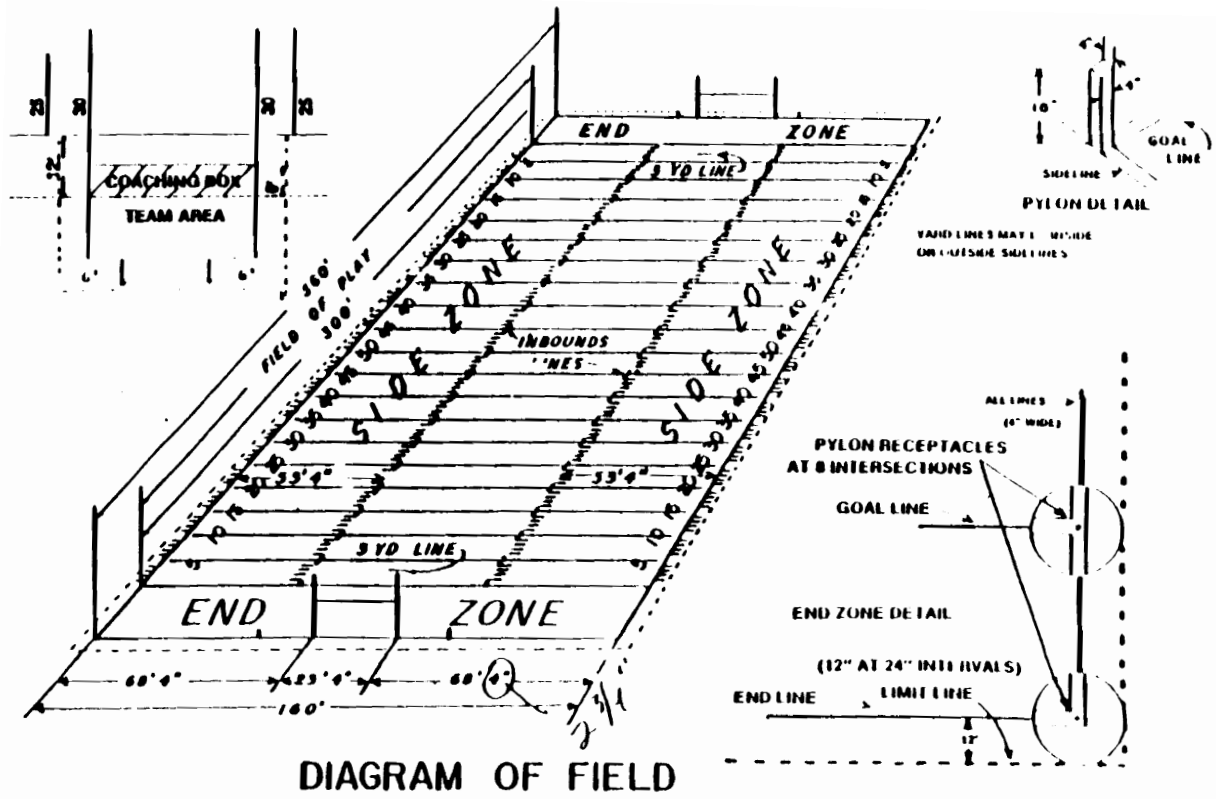


DIAGRAM OF FIELD

Diagram of Field

Appendix H

Appendix I

Game Operations Checklist

Virginia Tech Athletics
Game Day Checklist
Football 1993

<u>ASSIGNED TO</u>	<u>AREA</u>	<u>STATUS</u>	<u>FINAL</u>
	<u>Concessions</u>		
<u>Bourne</u>	Food & Beverages	_____	_____
<u>" "</u>	Program sales	_____	_____
<u>" "</u>	Merchandise sales	_____	_____
<u>" "</u>	Meetings	_____	_____
	<u>Ticket Office</u>		
<u>McNeer</u>	1-6731 Coliseum Office	_____	_____
<u>" "</u>	Sellers	_____	_____
<u>" "</u>	Will Call (West)	_____	_____
<u>" "</u>	1-9993 Stadium Phone	_____	_____
<u>" "</u>	Players Gate	_____	_____
<u>" "</u>	Attendance Count	_____	_____
	<u>Seating</u>		
<u>Perry</u>	Ushers/Instructions	_____	_____
<u>" "</u>	Handicap Area	_____	_____
<u>McNeer</u>	General Admission	_____	_____
<u>" "</u>	Standing Room	_____	_____
<u>" "</u>	Students	_____	_____
<u>" "</u>	Handicap	_____	_____
	<u>Parking Lots</u>		
<u>Ragazzo</u>	Stadium	_____	_____
<u>" "</u>	Handicap	_____	_____
<u>" "</u>	Handicap Carts	_____	_____
<u>" "</u>	Contributor Lot	_____	_____
<u>Perry</u>	Stadium - Inside	_____	_____
<u>" "</u>	Coliseum - Rear	_____	_____
<u>Ragazzo</u>	Parking Attendants	_____	_____
<u>Perry</u>	Barricades	_____	_____
<u>" "</u>	Campers/Buses	_____	_____

Appendix I (continued)

<u>ASSIGNED TO</u>	<u>AREA</u>	<u>STATUS</u>	<u>FINAL</u>
	<u>Police/Security</u>		
<u>Perry</u>	University	_____	_____
<u>" "</u>	Town	_____	_____
<u>" "</u>	State Police	_____	_____
<u>" "</u>	Traffic Meeting	_____	_____
<u>" "</u>	Passes	_____	_____
<u>" "</u>	Alcohol & Coolers	_____	_____
<u>Ragazzo</u>	Public Parking	_____	_____
<u>Bourne</u>	Meals	_____	_____
	<u>Medical/First Aid</u>		
<u>Perry</u>	EMT's (squads)	_____	_____
<u>" "</u>	Doctors	_____	_____
<u>" "</u>	Cardiologist	_____	_____
<u>" "</u>	Orthopedist	_____	_____
<u>" "</u>	Ambulance	_____	_____
<u>" "</u>	Rescue Squad & Meals	_____	_____
	<u>Press & Press Box</u>		
<u>Bourne</u>	Food	_____	_____
<u>Williams</u>	P.A. Announcer	_____	_____
<u>" "</u>	Press Area	_____	_____
<u>" "</u>	Radio/TV Level	_____	_____
<u>Smith</u>	Statisticians	_____	_____
<u>Perry</u>	Security	_____	_____
<u>" "</u>	Maintenance	_____	_____
<u>Smith</u>	Telephones	_____	_____
<u>Williams</u>	Filming Booths	_____	_____
<u>" "</u>	Roof/Passes	_____	_____
<u>" "</u>	Press Passes	_____	_____
	<u>Operations/Maintenance</u>		
<u>Gasper</u>	Clean-up	_____	_____
<u>" "</u>	Electrician	_____	_____
<u>Perry</u>	Grounds	_____	_____
<u>Gasper</u>	Custodians	_____	_____
<u>" "</u>	Plumbers	_____	_____
<u>Perry</u>	Repairs	_____	_____
<u>" "</u>	President's Box	_____	_____
<u>" "</u>	Construction	_____	_____

Appendix I (continued)

<u>ASSIGNED TO</u>	<u>AREA</u>	<u>STATUS</u>	<u>FINAL</u>
	<u>Officials/Room</u>		
Karlin	Chairs	_____	_____
" "	Ash trays	_____	_____
" "	Footballs	_____	_____
" "	Air pump	_____	_____
" "	Beverages & Ice	_____	_____
" "	Coffee	_____	_____
" "	Programs	_____	_____
Monk	Officials Checks	_____	_____
Karlin	Stop Watch	_____	_____
" "	Gun	_____	_____
Monk	Parking Passes	_____	_____
" "	Clock Operators	_____	_____
" "	Rules/Reg. Booklet	_____	_____
" "	Ball Boys	_____	_____
" "	Chain Crew	_____	_____
Bourne	Box Lunches	_____	_____
	<u>Playing Field</u>		
Perry	Benches	_____	_____
" "	Chains/Down Markers	_____	_____
" "	Chairs	_____	_____
" "	Coaches Phones	_____	_____
Meredith	Goal Post Pads	_____	_____
Perry	Ice	_____	_____
" "	Markings/Logos	_____	_____
Ferrell	Stretchers	_____	_____
Perry	Golf Cart	_____	_____
" "	Yard Line Signs	_____	_____
Karlin	Tables	_____	_____
Monk	Side Lines	_____	_____
" "	Guards	_____	_____
	<u>Home Team Room</u>		
Karlin	Beverages & Ice	_____	_____
" "	Blackboard & Chalk	_____	_____
Perry	Cleaned	_____	_____
Karlin	Programs	_____	_____
" "	Soap & Towels	_____	_____
Ferrell	Escorts	_____	_____

Appendix I (continued)

<u>ASSIGNED TO</u>	<u>AREA</u>	<u>STATUS</u>	<u>FINAL</u>
	<u>Trainers Area</u>		
<u>Ferrell</u>	Supplies	_____	_____
<u>" "</u>	Ice	_____	_____
<u>" "</u>	Taping Tables	_____	_____
<u>" "</u>	Doctor's Area	_____	_____
<u>" "</u>	Cardiologist	_____	_____
	<u>Visiting Team Room</u>		
<u>Karlin</u>	Beverages & Ice	_____	_____
<u>" "</u>	Blackboard & Chalk	_____	_____
<u>Monk</u>	Bus & Truck Parking	_____	_____
<u>" "</u>	Cleaned	_____	_____
<u>" "</u>	Keys	_____	_____
<u>" "</u>	Parking Passes	_____	_____
<u>Karlin</u>	Programs	_____	_____
<u>Monk</u>	Sideline Passes	_____	_____
<u>Ferrell</u>	Taping Tables	_____	_____
<u>Karlin</u>	Soap & Towels	_____	_____
<u>Perry</u>	Box Passes	_____	_____
<u>" "</u>	Coaches Box Passes	_____	_____
<u>Monk</u>	Escorts	_____	_____
	<u>Game Workers</u>		
<u>Walters</u>	Parking Passes	_____	_____
<u>" "</u>	Payroll	_____	_____
<u>" "</u>	Employee Passes	_____	_____
<u>Perry</u>	Pre-Game Guards	_____	_____
<u>" "</u>	Post-Game Turf Repair	_____	_____
	<u>AD Guest Booth</u>		
<u>Perry</u>	Maintenance/Cleaning	_____	_____
<u>Braine</u>	Tickets	_____	_____
<u>Perry</u>	Badges	_____	_____
<u>" "</u>	Parking Passes	_____	_____
<u>" "</u>	TV Sets	_____	_____
	<u>Public Address/Scoreboard</u>		
<u>Perry</u>	Maintenance	_____	_____
<u>" "</u>	Scoreboard & Controls	_____	_____
<u>" "</u>	Message Board	_____	_____
<u>Williams</u>	Announcements	_____	_____
<u>Perry</u>	Field Mike	_____	_____

Appendix I (continued)

<u>ASSIGNED TO</u>	<u>AREA</u>	<u>STATUS</u>	<u>FINAL</u>
<u>Monk</u>	<u>Special</u>		
<u>" "</u>	VT Band		
<u>" "</u>	High School Bands		
<u>Morse</u>	Visiting Band		
<u>Monk</u>	Banners		
<u>Morse</u>	Cheerleaders		
<u>Williams</u>	Special Entertainment		
<u>Perry</u>	Hall of Fame		
<u>Williams</u>	Flags		
<u>" "</u>	Pre-Game Activities		
<u>" "</u>	Half-Time Activities		
<u>Perry</u>	National Anthem		
<u>Morse</u>	TV Trucks/Equipment		
<u>" "</u>	Corporate Village		
	Home Band Drinks		
	<u>Game Operations</u>		
<u>Perry</u>	Meeting		
<u>" "</u>	Stadium Diagrams		
<u>" "</u>	Emergency Plan		
<u>" "</u>	Walk Through		

9/1/93

Appendix J

Press Pass

○

**VIRGINIA
TECH**

PRESS
BOX PASS
ROOF LEVEL

VS.
VIRGINIA

Sat., Nov.21, 1992-4:00 P.M.
Time Subject to Change

017

Weldon, Williams & Lick

**VA. TECH vs. VIRGINIA
PRESS BOX-MEAL TICKETS**

017

Appendix K

Game Workers' Passes

**1993 Virginia Tech Football
Game Employee Pass**

Name _____

Position _____

Donald T. Perry

Donald T. Perry, Assistant Athletic Director
for Operations

Virginia Tech Athletic Department

↑ Subscribers not allowed

Va. Tech vs. Bowling Green

TKT. NO. 912
EMPLOYEE PASS

1 LANE STADIUM/WORSHAM FIELD
BLACKSBURG, VIRGINIA 1

NOT FOR SALE
SEPT. 4
1993
4:00 PM

**VIRGINIA TECH
VS. BOWLING GREEN**

No Refunds or Exchanges
Subject to the terms and conditions of sale
being printed on back of ticket.

↑ Subscribers not allowed

EMPLOYEE PASS

TKT. NO. 912

Appendix L

VIP Booth Pass

VIRGINIA
TECH

ELEVATOR PASS ONLY
9th FLOOR

Box _____

VS.

MARYLAND

SATURDAY
SEPT. 25, 1993
1:00 P.M.

TIME SUBJECT TO CHANGE
NOT GOOD FOR ADMISSION
Smoking prohibited in stands & enclosed areas

125

Wesson, Williams & Lutz

THIS STUB TO BE REMOVED
BY ELEVATOR OPERATOR ONLY

125

Appendix M

Hokie Club Pass



VIRGINIA TECH FOOTBALL

1993

Elevator Pass Only

MUST BE DISPLAYED AT ALL TIMES

Smoking prohibited in
stands & enclosed areas. 239**SYRACUSE**

Sat., Nov. 13, 1993

6**EAST CAROLINA**

Sat., Oct. 30, 1993

5**RUTGERS**

Sat., Oct. 23, 1993

4**TEMPLE** (Homecoming)

Sat., Oct. 16, 1993

3**MARYLAND**

Sat., Sept. 25, 1993

2**BOWLING GREEN**

Sat., Sept. 4, 1993

1