

Verwood Town FC – Matchday Duties Form

Date	KO Time	Visiting Team
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Item	Brief Description	Who (initials)
Pitch Inspection	If required	
Advertising, Notices and Chains setup	Put out boards/adverts, Notices and end chains	
Greet Officials/Away Team	Welcome officials	
Walkway setup	Setting up players walkway	
Entrance setup	Setup entrance kiosk, tickets, programmes,	
PA System setup	Plug in and test	
PA Announcemen	Announce Teams etc. at start	
Staff Entrance Kiosk	Collect Money, Issue tickets	
Staff Tea Bar	Prepare and serve public refreshments	
Refreshments H-T (1)	Half-Time Tea/Coffee Biscuits Committees	
Refreshments H-T (2)	Half-Time Squash/Hot drinks (Teams/Officials)	
Floodlights	Turn on as required (key)	
Attendance Headcount	Confirm attendance figures	
Full-Time Results	Text in Result to FA Full-Time	
Takings - collection and confirmation	Income from (i) Entrance (ii) Tea Bar	
Pay Officials	Pay the Officials	
Refreshments post match (Teams/Officials)	Arrange for Post Match Food for Teams/Officials	
Walkway remove		
Advertising, Notices and Chains remove	Put away all boards banners and chains	
Entrance items put away	Pack away tickets, badges and dismantle/lock up	