

Useful Ideas for Your Stadium Pressbox
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Does your public address announcer know that to say when lightening strikes? What do you do if the stadium light breaker causes the lights to go out? Has your microphone ever stopped working during a game and you don't have new batteries on hand to replace the old ones? To cover these contingencies, a checklist might be useful in preparing your pressbox with all the necessary items needed when emergency situations occur.

At Magruder High School, I use this checklist to ensure all necessary items are working and available if necessary for each game played on our stadium field:

Sound System Box

1. Microphone is stored.
(Used batteries stored in case with microphone) _____
2. New batteries. (Two packs) _____
3. Two CD's with national anthem are stored in middle level box.
(In case one doesn't work) _____
4. All knobs are marked for the loudest level allowed to be played. _____
5. Procedures for turning sound system on/off are taped to the inside panel of
the box. _____

6. The American flag is placed on top of sound system box. _____
7. Warm-up tapes are neatly labeled/stored for each team in the box.
(Make sure tapes are approved for playing) _____
8. A Flashlight with extra batteries is stored in the top level box. _____

9. The manufacture's booklet is stored on top of the sound system box. _____

10. The procedures for resetting the breaker of sound system is taped to the
inside panel. _____

Announcing Manuel (Notebook is kept on the desk at all times)

- 1 Sportsmanship announcement. (To be read at the beginning of each game) _____

2. Thunder/Lightening announcement. _____
3. The announcement in the event that the lights go out. _____
4. The announcement for the banner fundraiser announcement. _____
5. Any other fundraising program announcement. _____
6. The starting lineup procedure including the National Anthem. _____
7. The "Code Red" announcement. _____

Additional Items

- 1. Scoreboard box with panel. (The manufacture's booklet in carrying case) _____
- 2. A fully stocked first aid medical kit. _____
- 3. Trash can. _____
- 4. Broom and dust pan. _____
- 5. Additional chairs. (15) _____
- 6. Bull Horn. _____
- (In order to make announcements in the event the power goes out) _____
- 7. Table to store banners. _____

The pressbox is the central command center for your games played on the stadium field. This checklist helps to ensure that everything is ready for almost all emergencies and situations that might occur during an athletic contest. Using this checklist also helps assistant athletic directors or other individuals supervise athletic contests when the athletic director is not at a game.