



# COLONY ACTIVITIES DEPT.

Activities Principal- Dale Ewart  
907-861-5515

Activities Secretary- Steve Reynolds  
907-861-5514

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## End of Season Checklist

### Two Weeks before the end of the season:

\_\_\_\_\_ Check to make sure that your Banquet Facility Use/Needs have been submitted to Dale Ewart.

### One Week before the end of the season:

\_\_\_\_\_ Turn in your Varsity and Participation Certificate requests to Steve Reynolds.

### Day/Night of your Banquet:

\_\_\_\_\_ Check with Dale Ewart to make sure all needs for the evening are ready.

\_\_\_\_\_ Check with Link on certificates

\_\_\_\_\_ Collect all uniforms and gear

### After your season is over:

\_\_\_\_\_ Schedule your end of the season meeting with Activities Principal Dale Ewart.

\_\_\_\_\_ Meet with coaches and review the season, create a plan for next year.

\_\_\_\_\_ Clean up locker rooms, storage rooms, training rooms, laundry rooms, etc.

\_\_\_\_\_ Turn in your Uniform/Gear Inventory

\_\_\_\_\_ Turn in keys (and badge if you are not an MSBSD employee).

\_\_\_\_\_ Complete an evaluation on each of your assistant coaches.

\_\_\_\_\_ Let coaches know if you plan on retaining them for next year or not.