

TACTICAL ACTION GAMES GAME PREPARATION CHECKLIST

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REVIEW CLIENT PACKET:

- ✓ **Print the T.A.G. Code of Conduct and have all participants read it.**
- ✓ **Print Release form and have all participants read and complete it.**
- ✓ **OPTIONAL:** Have participants visit the [TAG Download Center](#) to view documents.

NOTE: All attendees must sign the release, including minor children and those who have signed the release before. Parents or legal guardians of minor children must read the release AND must sign the separate informed consent form.

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CHOOSE A LOCATION:

- ✓ Pick a location for your event.
 - **Choose an area that has large obstacles, cover, concealment, and variation in terrain.**
 - Parks with pavilions, restrooms, gazebos, boulders, rock walls, and trees large enough to hide behind are best. Parks with hills and terraces are better than flat parks.
 - If possible, avoid heavily wooded areas and open fields with little or no cover.
 - If you must play in an open area, request [barriers](#) for your event.
- ✓ Make sure you have permission to use private property. Permission is NOT required for public parks.
- ✓ Consider making pavilion reservations if you are using a public park during a busy season.

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COMPLETE SAFETY INSPECTION: *(IF PLAYING IN AN AREA OTHER THAN A PUBLIC PARK)*

- ✓ Inspect the area and make a list of hazards:
 - Fall Hazards: pits, holes, drop-offs, bodies of water, etc.
 - Trip Hazards: junk, debris, roots, curbs, sprinkler heads, hoses, stakes, etc.
 - Collision Hazards: barbed wire, low branches, etc.
 - Destructible Property: glass windows, flower beds, cars, etc.
 - Disturbance Factors: neighbors, foot-traffic, vehicle-traffic, other events in the area, etc.
 - Other Hazards: if any...
- ✓ Choose an area that has the fewest hazards.
- ✓ Remove remaining hazards.
- ✓ Make a list of non-removable hazards to be marked by TAG on the day of the event.

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FINALIZE PLANS:

- ✓ Call the non-emergency number of the police department with jurisdiction over the area in which you will be playing; inform them that you will be playing laser tag with toy guns in the area at the specified date and time.

Important: Do NOT ask for permission, only notify. Laser Tag is not illegal, nor is it restricted or regulated by any law or code. Informing local law enforcement is a public courtesy. You are NOT hosting an "event." You and your friends are simply playing games with toy laser tag guns in a park that is open to the public for recreational use.

- ✓ Confirm number of committed participants.

NOTE: Unless you sell tickets to your event or have participants pay in advance, you will probably end up with less people than you expect. Most groups experience about a thirty to fifty percent attrition rate by the night of the event.

- ✓ Inform all participants of the weather forecast and instruct them to dress accordingly.
- ✓ Contact TAG to confirm date, time, location, and number of players.
- ✓ Pay \$50 deposit online <http://www.uvtag.com/Deposit.html>

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DAY BEFORE EVENT:

- ✓ Remind all participants of the event and confirm their plans to attend.
- ✓ Collect and correct completed waiver forms.

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DAY OF EVENT:

- ✓ Call police non-emergency number to remind them of your event.
- ✓ Arrive on time: Late arrival may shorten your event due to public curfew or heavy booking.
- ✓ Bring completed waiver forms.
- ✓ Bring exact change if paying with cash. For the safety of our instructors, they do not carry change. Make checks out to **Tactical Action Games LLC**. We also accept all major credit cards at any location with our wireless terminal.

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NOTES & TIPS:

- Inform all first-time participants that they must complete a 30-minute basic training session. Children using the party set complete a 10-minute briefing. This time is not deducted from your game session. Veterans may play while recruits are trained.
- We recommend you bring refreshments for those who will sit through the training session.
- Use Facebook to plan, organize, and promote your event.
- Collect money in advance to boost attendance.
- Have attendees gather at a familiar location and convoy together to the event location.