



JEFFERSON CITY HIGH SCHOOL
ACTIVITIES DEPARTMENT
609 UNION STREET
JEFFERSON CITY MISSOURI
P: (573) 659-3047
F: (573) 632-3449

MEMO

To: Hannibal High School
From: Chad Rizner, JCHS Activities Director
RE: Varsity Football Game
Date: August 31, 2018
CC: Home Varsity Personnel

INTRODUCTION

We are scheduled to host Hannibal High School in a varsity football game on Friday, August 31, 2018 at Adkins Stadium on the campus of Jefferson City High School. The contest will have a start time of 7:00 PM with a standard 15-minute halftime. Our Dance Squad, and Marching Band will be performing as part of the halftime.

BUS PARKING

Refer to the section “Varsity Football Team Bus Procedures” for unloading and parking procedures for team bus(s). Refer to the section “Varsity Spirit/Pep Bus Procedures” for unloading and parking procedures for spirit and pep buses. **Please let us know how many team buses and spirit/pep buses you plan on bringing.**

TEAM FACILITIES AND AMENITIES

Your team will be in our Boys Track/Cross Country Locker Room on the bottom floor of the Weber Center just east of the grandstand. There are typically no lockers available for use. There is a full restroom and shower facilities attached to the locker room. Water and limited ice will be available for team use. We will have an Athletic Trainer and Team Doctor available to tend to in-game injuries if needed. We will also have Cole County EMS on site with an ambulance in case of emergency need.

ADMINISTRATOR/SUPERVISOR PARKING

We will reserve parking spaces along the east side of Jackson Street just past the Visitor Gate at the southwest corner of Adkins Stadium. **Please notify us by Wednesday prior to the game of the number of vehicles administrators and/or supervisors will be driving.**



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LOCATION/DIRECTIONS:

Adkins Stadium
610 Union St
Jefferson City, MO 65101
(38.563071,-92.176720)

From the West on Hwy 50: Exit to Hwy. 54 West toward Eldon, continue on US 54 West for 1.5 miles to the Jefferson St/Stadium Dr. exit. Take the Jefferson St/Stadium Dr. exit to the right and proceed to Jefferson St. and head north. At the round-about, turn right onto Stadium Dr. and proceed 0.25 miles, Adkins Stadium will be on your left.

SPECTATOR PARKING

Visiting spectators are more than welcome to park in any lot and enter through any gate. Please inform your spectators the best place to park is along Stadium Dr. and to enter through the visitor gate in the southwest corner of Adkins Stadium.

ADMISSION

Adults	\$5.00
Students (HS and below)	\$3.00
Seniors (62+)	Free
Visiting Faculty & Staff (w/ ID)	Free

SEATING

There is visitor seating on the south side of Adkins Stadium as well visitors may sit in any general admission seating on the grand stand side. Due to the location of our student seating section on the west end of the grandstand; it is recommended that visitors use the east end sidewalk to transition from the visitor's side to the grand stand side of the stadium.

CONCESSIONS/RESTROOMS

There will be portable toilets near the Visitors Gate. There are concessions and full restrooms under the grandstand.



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EMERGENCY OPERATIONS

In case of any inclement weather or emergency situations our PA Announcer will provide detailed directions as to the steps necessary for teams, administrators and spectators. Please be aware of the following.

- Inclement Weather
 - Team, managers, coaches and other team personnel will shelter down in their locker room.
 - Spirit Squad(s) and coaches will shelter down in bus.
 - Spectators must exit the stadium and shelter down in their personal vehicles.
 - Administrator(s) should assist in evacuation supervision and then head to the Weber Center
- Severe Weather (tornado)
 - Team, managers, coaches and other team personnel will shelter down in their locker room.
 - Spirit Squad(s) and coaches will shelter down in the Girls Track/Cross Country Locker Room on the lower level of the Weber Center.
 - Spectators will be evacuated from the stadium into the lower level of Nichols Career Center using the west entrance of the building, the basement of Jefferson City High School using the main entrance between the building, and (as an overflow) the basement of Thorpe Gordon Elementary School on Jackson Street. There will be JCPS Staff to help direct evacuation.
 - Administrator(s) should assist in evacuation supervision. At least one administrator should go to the Weber Center to coordinate with JCPS personnel. All other administrators are asked to go to the Nichols Career Center to assist with crowd control.
- Other Emergencies
 - Procedures will be delineated by the PA Announcer, on-site game operations personnel and local law enforcement when necessary.

HALFTIME

Our dance team and marching band will typically perform at halftime of all games. Occasionally other special presentations will be made and extended halftimes will be noted in the event schedule.

CONTACT

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EVENT SCHEDULE

Pre-Game	
Time	Event
4:15 PM	Visiting Arrival
4:45 PM	Visiting Team access Locker room (Gail Jones)
5:30 PM	Officials Arrive (Jordan Chapman)
5:45 PM	Gates Open
5:45 PM	Field Open for Warm-Up
6:35 PM	Teams leave field
6:35 PM	Special Presentations
6:47 PM	Jays Exit Locker Room
6:49 PM	Jays Take the Field – Go To Sideline
6:52 PM	National Anthem
6:55 PM	Teams on sideline
6:57 PM	Captains, Coach at Coin Flip
7:00 PM	Opening Kick

Halftime	
Game Clock	Event
15:00	Teams at top of stairs
15:00	Dance Team performance
13:00	Band Performs
2:00	Teams return to field
0:00	Clock reset for mandatory warm-up



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Varsity Football Bus Procedures



Parking (BLUE)

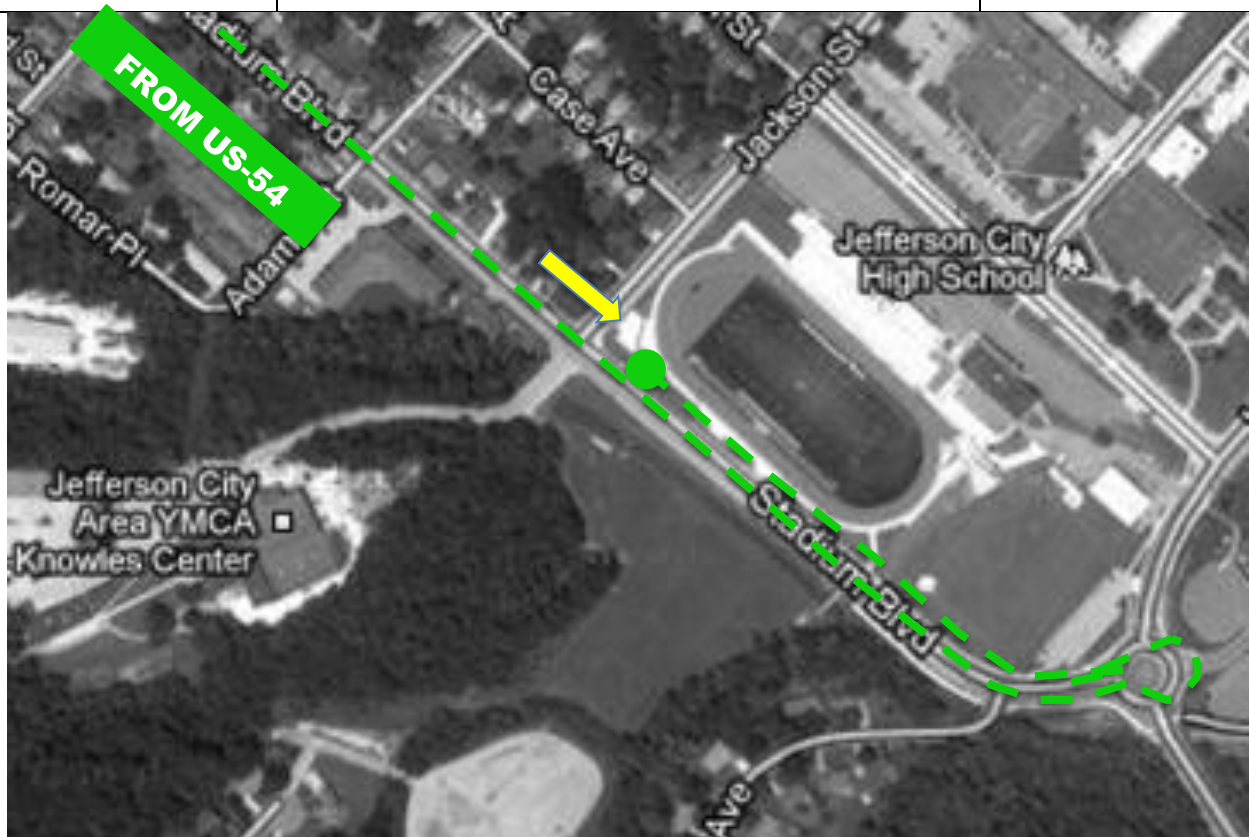
1. Proceed West out of the Stadium Parking Lot
2. Turn left on Jackson to Stadium.
3. Turn left on Stadium and proceed to the roundabout.
4. Proceed North on Lafayette to the maintenance entrance.
5. Back in along the maintenance shed and hill.




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VARSITY FOOTBALL SPIRIT/PEP BUS PROCEDURES



Unloading, Parking & Entry (**GREEN**)

1. Proceed East on Stadium Boulevard to the roundabout.
2. Proceed all the way around the roundabout back on to Stadium Boulevard proceeding west.
3. Park in the western most reserved spots on the North side of Stadium Boulevard.
4. Enter through the Visitors gate 



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