Organizing a sporting event requires a lot of preparation, planning, and a base understanding of the sport itself. Organizing a successful event requires a lot of effort such as planning from sourcing a venue, establishing the number of volunteers to arrange all-weather preparations.

The process flow for event planning could be as follow.

1. **Selecting a sport for an event**: It is essential to select the sport for the event.
   1. Either it is single player or team sport.
   2. E.g. For Volleyball is a team game.
2. **Deciding Audience**: Deciding who will be the target audience for the event.
3. **Event place and time**: Deciding the time and Venue of an event so that we can identify weather conditions.
4. **Determine Expected audience and staff**: as well as the event participants themselves, supporters will turn out in abundance, so even smaller-scale events can quickly become difficult to manage. We need to determine the expected crowd for that.
5. **Creating a game structure**: Defining game and conforming its rules and base knowledge.
6. **Look after the schedule**: We must schedule our event for multiple rounds.
7. **Determining total players**: If it’s a team game then how many players are allowed in a team. For Volleyball 6 players are there for a team.
8. **Sponsor**: We need to find a particular sponsor for the game for materials.
9. **Material planning**: We need to list out resources that we require for sport. For volleyball Balls, nets.
10. **Scorekeepers and Referees**: We need to hire some people for scorekeeping and referee.
11. **Volunteers**: We need to manage volunteers accordingly for giving instructions and to handle large crowds.
12. **Discussion with team members and finalization**: After basic planning takes place we can discuss it with members and finalize the event.
13. **Creating posters for promotion**: Our graphic team will be required to create posters for promotion and the content writing team to write the information related to the event.
14. **Promoting an event through social media and email or leaflets on notice board**: Once the poster is ready we need to start promoting it through social media or other platforms.
15. **Registration methodology**: For registration, we must use some methodology such as google form and provide its link along with promotion.
16. **Finalizing permitted entry:** Once registrations are done we need to finalize the audience and organize the different teams corresponding to the information provided by the form.
17. **Safety**: it’s not unlikely that participants will be pushing their bodies to their limits. For that ensure that proper medical staff or person is on-site and ready to treat minor injuries for players or fans. From first aid volunteers to regular hydration stops, make sure you have everything in place to help participants if and when the need arises.
18. **Preparing for weather**: Check the weather forecast as often as you can and prepare for all possible outcomes. Where possible, it pays to have a backup plan such as for hot days we’ll need to make sure there are plenty of places to grab some shade and stock up on water in abundance to keep participants sufficiently hydrated.
19. **Deciding Prizes** :We must decide particular prizes for the winners.