

Tournament Planning and Hosting Checklist

Planning

- Pick a date
- Confirm the venue
- Decide on the types of teams to invite
- Set an entrance fee
- Sponsors
- Set a registration deadline date
- Tournament prizes
- Communications Plan

Organizing

- Create the schedule
- Create the tournament brackets
- Hire officials

Running the Day

→ Materials to bring:

- Game balls
- Extra markers and pens
- Masking tape
- Copies of the schedule
- Copies of the team lineup cards
- Calculator
- Extra paper
- Clipboard or binder
- Team contact information
- Officials' contact information
- First aid kit and ice packs

→ Before the tournament starts

- Arrive early
- Set up the courts and scoretables
- Tape the tournament brackets and schedule in a central location
- Label the courts
- Set up space for spectators
- Host a team captains meeting

→ During the tournament

- Update the tournament brackets after each game
- Tidy up throughout the day
- Be available for troubleshooting
- Watch some of the games!

→ At the end of the day

- Present the winner's prizes and thank everyone
- Put away all the equipment
- Tidy up any garbage
- Jot down any lessons learned for next time