

## **ASSET 1 – TOURNAMENT DIRECTOR CHECKLIST**

- Reserve facility
- Confirm rain location
- Establish tournament format
- Build landing page
- Open registration
- Recruit teams
- Recruit officials
- Confirm court assignments
- Collect team names
- Collect final rosters
- Print schedules
- Print score sheets
- Prepare officials' packets
- Purchase refreshments
- Purchase championship ball
- Pack tape
- Pack Sharpies
- Pack clipboards
- Pack sunscreen
- Pack first-aid kit
- Pack extra water
- Hold officials meeting
- Welcome teams
- Conduct awards
- Complete post-event debrief