

ASSET 2 – 8-WEEK PLANNING CHECKLIST

Eight Weeks Before

Choose your date.

Reserve courts.

Determine your format.

Create your budget.

Develop your rain plan.

Six Weeks Before

Launch your landing page.

Open registration.

Begin recruiting teams.

Recruit officials.

Begin promoting the event.

Four Weeks Before

Continue recruiting.

Finalize tournament rules.

Develop score sheets.

Create officials' guide.

Build coach packet.

Two Weeks Before

Confirm payments.

Collect rosters.

Collect team names.

Assign officials.

Develop court schedule.

Tournament Week

Purchase refreshments.

Print everything.

Assemble Tournament Director binder.

Walk through the event mentally.

Tournament Day

Arrive early.

Smile.

Welcome everyone.

Be visible.

Remember...

You're hosting an experience.

Not simply managing matches.