End of Season Checklist

Event: _____

Date: _____

Lead: _____

PLAYERS & FAMILIES

- [ ] Plan end-of-season party
- [ ] Order awards / certificates
- [ ] Collect uniforms and equipment
- [ ] Send thank-you to parents and volunteers
- [ ] Share season photos

ADMIN

- [ ] Reconcile budget and fees
- [ ] Return borrowed equipment
- [ ] Submit final results / stats
- [ ] Archive rosters and forms

NEXT SEASON

- [ ] Survey players and parents
- [ ] Book facilities
- [ ] Set registration dates
- [ ] Recruit coaches and volunteers

NOTES