Tournament Director Checklist

Event: _____

Date: _____

Lead: _____

6-8 WEEKS OUT

- [ ] Set date, format and divisions
- [ ] Book venue, courts / fields and backup dates
- [ ] Set entry fee and budget
- [ ] Confirm insurance and permits
- [ ] Open registration
- [ ] Recruit referees and volunteers

2-4 WEEKS OUT

- [ ] Order awards and medals
- [ ] Arrange first aid / medical cover
- [ ] Confirm equipment, nets, balls, scoreboards
- [ ] Publish rules and code of conduct
- [ ] Plan parking and signage
- [ ] Book food / concessions

WEEK OF

- [ ] Close registration and build brackets
- [ ] Print schedules, brackets and scoresheets
- [ ] Assign officials to matches
- [ ] Send team info pack
- [ ] Prepare check-in packets and waivers
- [ ] Charge radios and tablets

TOURNAMENT DAY

- [ ] Venue setup and safety walk
- [ ] Open check-in desk
- [ ] Captains' meeting
- [ ] Post brackets and update results
- [ ] Manage delays and protests
- [ ] Present awards

AFTER

- [ ] Venue teardown and lost & found
- [ ] Publish final results
- [ ] Pay officials and vendors
- [ ] Send thank-you notes
- [ ] Debrief and note improvements