

Tournament Director's Checklist

- Tournament site established
- Mail out to teams
- Room checklists completed
- Trained moderators secured
- Moderator information sent to Carolyn Shry by Date _____
- Scorekeepers found & trained
- Callers/timekeepers recruited & trained
- Supplies organized for competition rooms
- Hospitality room organized & worker assigned
- Signs made
- Publicity arranged
- Tournament records paperwork copied & understood
- Team packets prepared
- Registration paperwork organized
- Greeter/registrar to meet teams & collect paperwork
- Notes for Opening Meeting – details from hosts meeting
- Scores called in & faxed to _____
- Complete the evaluation form and return to address provided
- Tournament records mailed by Friday following tournament
- All copies of questions burned or shredded by Friday following tournament
- Thanks to helpers and moderators