

AGQBA Tournament Team Reminder Letter

Tournament hosts need to prepare a letter similar to this one to send to the teams as soon as they have been assigned to your site. You may choose to send a short note & follow up with more specific information a couple of weeks later.

Prepare a letter with this information.

SCHOOL LETTERHEAD with address, phone numbers, fax & e-mail contact information

Dear ___ school name or coach's name ___

Your team is scheduled to attend the regional tournament here at ___ (location) on ___ date. There are _____ teams assigned to this site. We are scheduled to start play at approximately _____.

Whether your team will attend or not, I must know immediately, AGQBA coordinators need to be sure of tournament assignments ASAP. Contact me (through e-mail, fax or leave a message with the secretary, etc) as soon as you can. It is very important that we avoid no-shows on the day of the tournament.

Remember to check your AGQBA handbook for more information to prepare your team. Especially go through the "Checklist for Teams" to be sure you are ready.

(Include any new information discussed at hosts meeting with AGQBA board)

In addition, here is some information you need for our school & site:

I may be contacted at one of the following:

_____ school phone
_____ home phone
_____ cell phone
_____ fax number
_____ e-mail
_____ school or home address

Sincerely,
(Host name)