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