

Tournament Director's Checklist

- Tournament site established
- E-mail/Mail out to teams (must receive a response from all teams)
- Room checklists completed
- Trained moderators secured
- Head moderator information sent to Carolyn Shry
- Record Keeper recruited & trained
- Extra helpers (timekeepers/scorekeepers) recruited & trained
- Supplies organized for competition rooms
- Hospitality room organized & worker assigned
- Signs made
- Publicity arranged
- Tournament records paperwork copied & understood
- Team folders/packets prepared
- Registration paperwork organized
- Greeter/registrar to meet teams & collect paperwork
- Notes for Coaches/Judges meeting
- Excel scoring spreadsheets sent to tournament director & Carolyn Shry
- Tournament records mailed by Friday following tournament
- Return rooms to original condition (furniture, air/heat, pick up trash)
- All copies of questions burned or shredded by Friday following tournament
- Thanks to helpers and moderators