

AGQBA Tournament Team Reminder Email/Letter

Tournament hosts need to prepare an e-mail or 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. PLEASE MAKE SURE YOU GET A RESPONSE FROM EACH COACH and verify whether or not they will attend.

Prepare an email or letter with this information.

Dear [SCHOOL NAME or COACH NAME]

Your team is scheduled to attend the regional tournament here at [LOCATION] on [DATE]. There are [# of teams] teams assigned to this site. Registration will start at [TIME] and the coaches meeting will start at [TIME]. Judges will meet with moderators when asked to do so. We are scheduled to start play at approximately [TIME].

I must know immediately whether or not your team will attend. 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]

[Insert school/site information here]

[Insert your contact info (school email, cell phone number, school mailing address, school phone, etc)]

Sincerely,

[Host name]