

Checklist for Tournament Organisers

Name of Tournament:

Tournament Organiser:

Task	Person Responsible	Responsible Person's Phone No
Tournament Preparation		
Well before event decide date and notify Forwards editor		
Arrange venue		
Arrange catering		
Prepare tournament budget		
Decide tournament format, prizes and entry fees		
Prepare tournament notice		
Appoint Tournament Director and Rules Adviser		
Distribute tournament notice		
Organise scorer		
Organise adjudicator		
Organise runners		
Purchase trophies and prizes		
Collect perpetual trophies		
Prepare press release and distribute		
Organise wall charts (including spot prize charts)		
Organise name tags		
Organise score sheets		
Organise tile check sheets		
Organise challenge slips		
Organise results slips		
Ensure all computer equipment & software arrives at tournament		
Ensure clocks arrive at tournament		
Ensure all reference publications arrive at tournament		
Supervise all aspects of catering		
Organise raffle/fund-raisers		
Receive entries		
Decide on spot prizes		
Obtain latest ratings for entrants		
Organise draw		

Task	Person Responsible	Responsible Person's Phone No
On The Day		
Set up tables and chairs		
Supervise distribution of table numbers, score sheets, challenge slips, results slips & tile check sheet		
Set up computers		
Manage refreshment area		
Erect wall charts, latest ratings and rules		
Introduce the tournament and make announcements		
Supervise runners & ensure playing area is kept tidy		
Liaise with press		
Co-ordinate any lunches and meals during play		
Deal with any disputes arising from play		
Draw raffle/fundraisers		
Present trophies & awards		
Distribute results to players		
Post-Tournament		
Distribute results to Forwards editor and ratings co-ordinator		
Write tournament report for internet/Forwards		
Prepare tournament expense/income report for club		