



CHECKLIST FOR TOURNAMENT ORGANISERS

NAME OF TOURNAMENT:

TOURNAMENT ORGANISER:

	TOURNAMENT PREPARATION	PERSON RESPONSIBLE	PHONE NO.
1	Well before event decide date and notify Webmaster and <i>Forwards</i> Editor		
2	Arrange venue and get written confirmation of booking from venue management		
3	Arrange catering		
4	Prepare tournament budget		
5	Decide tournament format and entry fees		
6	Prepare tournament notice/entry form and send to Webmaster and post on Slack		
7	Appoint Tournament Director		
8	Organise an Adjudicator		
9	Organise a Scorer		
10	Purchase trophies and prizes		
11	Collect perpetual trophies		
12	Prepare Press release and distribute		
13	Organise wall charts including spot prize charts		
14	Organise name tags		
15	Organise score sheets		
16	Organise tile check sheets		
17	Organise results slips		
18	Ensure all computer equipment and software arrives at the tournament		
19	Ensure clocks arrive at the tournament		
20	Ensure all reference publications arrive at the tournament		
21	Supervise all aspects of catering		
22	Organise raffles and fundraisers		
23	Receive entries		
24	Post reminder about tournament entry deadline on Slack		
25	Decide on prizes and spot prizes		
26	Obtain latest ratings for entrants		
27	Organise the draw		
28	Send list of entrants to SNZ Treasurer to check membership status		

