

## TOURNAMENT DIRECTOR CHECKLIST

<b>Tournament Name:</b> _____	<b>Playing Divisions:</b> _____
<b>Site:</b> _____	<b>Number of Courts:</b> _____
<b>Date:</b> _____	<b>Number of Teams:</b> _____
<b>Tournament Director:</b> _____	
<b>Old Dominion Region Tournament Coordinators:</b> _____	
<b>Telephone Numbers:</b> (    ) _____	(    ) _____
(    ) _____	(    ) _____
(    ) _____	(    ) _____

Tournament Scheduling Worksheet			
DEADLINE	DATE DONE	TASK	EXPENSES
8 weeks prior to tournament		Tournament date requested from Chairman of Tournament Scheduling Committee Information needed: 1. Date   2. # Courts 3. Playing Div   4. # Teams	

6 weeks prior to tournament		Request for sanction mailed to Tournament Committee Chairman	
		Tournament Coordinators notified and sent out of region team addresses	
		Request for referees mailed to Referee Chairman	
		Awards/t-shirts ordered	
		Certificate of insurance requested	

5 weeks prior to tournament		Publicity flyers prepared, mailed	
		Public service announcements sent to broadcasters	

4 weeks prior to tournament		TOURNAMENT PERSONNEL DESIGNATED:	
		Court managers:	
		Concessions:	
		T-shirt sales:	
		Publicity:	
		Equipment & Facility:	
		Clean up crew:	

## TOURNAMENT DIRECTOR CHECKLIST

DEADLINE	DATE DONE	TASK	EXPENSES
4 weeks prior to tournament		Arrange food concessions	
		Contact motel managers for discount rates	

3 weeks prior to tournament		Arrange for printing of USAV scoresheets and lineup sheets	
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1 week prior to tournament		CHECK ITEMS NEEDED FOR TOURNAMENT SITE:	
		Guidelines for Sanctioned Tournaments	
		Material to register players at tournament	
		Confirmation of referees	
		Team entry forms, contracts, checks received	
		Volleyballs received	
		Awards received	
		Scoresheets, lineup sheets printed and on hand	

1 day prior to tournament		Check facility and equipment	
		Clean floor	

Following Tournament  - 1 day  - 40 hours  - 48 hours  - 48 hours  - 2 weeks		Pay Ref & Sanction fees	
		Assure facility cleaned-up	
		Phone points awards to Tournament Coordinators	
		Mail scoresheets to Chairman and Scorers	
		Mail tournament entry forms/ team rosters to Registrar	
		Mail tournament match results to Coordinators and Newsletter Editor	
		Mail Report of Event to Treasurer	