

HOW TO USE THIS WORKBOOK

IMPORTANT!!

Read the notice in the left hand cover pocket about your Promoter's Agreement first before using this workbook.

All new material in both your Agreement and this Workbook is underlined except the "Tournament Divisions" sheets under the Brochure Section.

This Book was created to better the NBL promoters' efficiency to promote a first class event and to advance above the average tournament. Implementation of the concepts in this workbook will help you create a more successful event with less stress and higher financial rewards. Don't forget to use your post-it notes, they will help organize your work.

Sincerely,

Boice Lydell

1. CHECKLIST / DEADLINES SECTION

- a. Tournament Timetable Checklist - A timeline for tournament requirements.
- b. Tournament pay checklist
- c. Equipment Checklist - Tournament equipment needed.
- d. NBL Deadlines & Parameters - Deadlines for stories, Promoter Agreements, Tournament Dates, tournament website, etc.

2. CONTRACTS SECTION

- a. Your NBL Promoter's Agreement
- b. Negotiating your facility contracts.
- c. Add your facility contract here.
- d. Add your lodging contract here.
- e. Tournament insurance companies.
- f. Add other contracts here.

3. BROCHURE SECTION

- a. Creating your tournament brochure
- b. Brochure printing.
- c. 8 & 16 page brochure template.
- d. Appendix D - Ring layout.
- e. Appendix E - Finals layout (National Conference only)
- f. Appendix F - NBL Finals (National Conference only)
- g. 65 divisions template.
- h. 120 divisions template.
- i. Rules at a Glance template.
- j. Logos template.
- k. Player cards template.

4. TOURNAMENT REGISTRATION/STAGING SECTION

- a. Reason for pre-registration
- b. Processing pre-registration

- c. Registration at tournament
- d. Registration verification form
- e. Registration verification form sample

5. STAFF SECTION

- a. Staffing selection.
- b. Staff compensation suggestions
- c. Staff possibilities form.
- d. Confirmed staff worksheets
- e. Staff room reservations
- f. Staff Confirmation Form
- g. Appendix H - Arbitrator's Report and Checklist
- h. Appendix I - Arbitrator's Responsibilities
- i. Appendix J - Fines and Suspensions
- j. Appendix K - How to Use Player Cards
- k. Individual Judges Scores Form
- l. Continuous Sparring Eliminations Form

6. CONFERENCE TEAM SECTION

- a. The Sense of a Goose
- b. Make your conference a team effort.

EXTRA SECTIONS

Use the extra two tabs to create your own divisions. For example: a) Sponsorship, b) Supply orders, c) Awards, d) Tournament promotion, etc.

FINAL THOUGHT

Please forward us your ideas to improve upon this workbook for next year.