

TOURNAMENT TIMETABLE CHECKLIST

Check (✓) as completed

1 Year Before or Earlier

Month to do _____

- _____ Select Date _____
- _____ Facility Contract _____
- _____ NBL Sanction _____
- _____ Start Brochure _____

10 Months Before or Earlier

Month to do _____

- _____ Send Promotional Email _____
- _____ Double Check Brochure Material & Divisions _____
- _____ Print Brochure _____

6 Months Before or Earlier

Month to do _____

- _____ Send Promotional Email _____
- _____ Purchase Tournament Insurance _____
- _____ Solidify Trophy Order _____
- _____ Restock Tournament Supply Bins _____
- _____ Remake Divisional Envelopes/Folders and insert corresponding "Result Cards" (white top cards) & Award Tickets _____

4 Months Before or Earlier

Month to do _____

- _____ Send Promotional Email _____
- _____ Send Brochure to Mailing List _____
- _____ Start Selecting Staff _____
 - _____ a. Set-up _____
 - _____ b. Security _____
 - _____ c. Medic _____
 - _____ d. Officials Booth _____
 - _____ e. Pre-registration _____
 - _____ f. Registration _____
 - _____ g. Coordinators _____
 - _____ h. Center Referees _____
 - _____ i. Catering _____

[Remember to offer and book guest rooms for the other NBL promoters in your conference(s)]

3 Months Before or Earlier

Month to do _____

- _____ Send Promotional Email _____
- _____ Call and Confirm Commissioner _____
- _____ Call and Confirm Arbitrator _____
- _____ Start Scorekeeper Meetings with Volunteers _____
- _____ Keep Selecting Staff _____
 - _____ a. Set-up _____
 - _____ b. Security _____
 - _____ c. Medic _____
 - _____ d. Officials Booth _____
 - _____ e. Pre-registration _____
 - _____ f. Registration _____
 - _____ g. Coordinators _____
 - _____ h. Center Referees _____
 - _____ i. Catering _____

2 Months Before or Earlier

Month to do _____

- _____ _____ Send Promotional Email _____
- _____ _____ Scorekeeper Meetings with Volunteers _____
- _____ _____ Keep Selecting Staff _____
- _____ _____ a. Set-up _____
- _____ _____ b. Security _____
- _____ _____ c. Medic _____
- _____ _____ d. Officials Booth _____
- _____ _____ e. Pre-registration _____
- _____ _____ f. Registration _____
- _____ _____ g. Coordinators _____
- _____ _____ h. Center Referees _____
- _____ _____ i. Catering _____
- _____ _____ _____
- _____ _____ _____

1 Month Before or Earlier

Month to do _____

- _____ _____ Send Promotional Email _____
- _____ _____ Confirm Trophy Arrival _____
- _____ _____ Scorekeeper Meetings with Volunteers _____
- _____ _____ Keep Selecting Staff _____
- _____ _____ a. Set-up _____
- _____ _____ b. Security _____
- _____ _____ c. Medic _____
- _____ _____ d. Officials Booth _____
- _____ _____ e. Pre-registration _____
- _____ _____ f. Registration _____
- _____ _____ g. Coordinators _____
- _____ _____ h. Center Referees _____
- _____ _____ i. Catering _____
- _____ _____ _____
- _____ _____ _____

2 Weeks Before or Earlier

Date to do _____

- _____ _____ Send Promotional Email _____
- _____ _____ Call and Confirm Commissioner _____
- _____ _____ Call and Confirm Arbitrator _____
- _____ _____ Scorekeeper Meetings with Volunteers _____
- _____ _____ Pre-registration Deadline _____
- _____ _____ Keep Selecting Staff _____
- _____ _____ a. Set-up _____
- _____ _____ b. Security _____
- _____ _____ c. Medic _____
- _____ _____ d. Officials Booth _____
- _____ _____ e. Pre-registration _____
- _____ _____ f. Registration _____
- _____ _____ g. Coordinators _____
- _____ _____ h. Center Referees _____
- _____ _____ i. Catering _____
- _____ _____ Make Staff Badges _____
- _____ _____ Make Staff Envelopes _____

1 Week Before or Earlier

Date to do _____

- _____ _____ Send Promotional Email _____
- _____ _____ Confirm Trophy Arrival _____
- _____ _____ Finish Pre-registrations _____
- _____ _____ Rooming List to Hotel _____
- _____ _____ Call and Confirm Staff Attendance _____
- _____ _____ Make Checks for Commissioner/Arbitrator and put in Officials Booth bins _____
- _____ _____ _____
- _____ _____ _____