

# CONFIRMED STAFF WORKSHEETS

YEAR \_\_\_\_\_

QUANTITIES ON HAND / AMOUNT USED / Total Amount of Pre-selected Staff \_\_\_\_\_

Clipboards \_\_\_\_\_ / Headsets \_\_\_\_\_ / Staff Rooms \_\_\_\_\_ / Parking Passes \_\_\_\_\_ / \_\_\_\_\_

## I. MAINTENANCE

| OK | JOB                            | NAME | CEL PHONE | DAY / TIMES |   |   |   |   |   |     | COMPENSATION |   |   |   |     |      |  |  |  |  |
|----|--------------------------------|------|-----------|-------------|---|---|---|---|---|-----|--------------|---|---|---|-----|------|--|--|--|--|
|    |                                |      |           | T           | F | S | S | S | R | AIR | S            | K | C | H | PAY | OWES |  |  |  |  |
| /  | A. HEAD SET-UP/ADJUST/TAKEDOWN |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Set-up/Maintenance/Takedown |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | B. HEAD SECURITY               |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Security/Badge Checker      |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Security/Badge Checker      |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Security/Badge Checker      |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Security/Badge Checker      |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Security/Badge Checker      |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Security/Badge Checker      |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Security/Badge Checker      |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | 1. Security/Badge Checker      |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | C. MEDIC                       |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | C. MEDIC                       |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
| /  | C. MEDIC                       |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
|    |                                |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
|    |                                |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
|    |                                |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
|    |                                |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
|    |                                |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |
|    |                                |      |           |             |   |   |   |   |   |     |              |   |   |   |     |      |  |  |  |  |

|   |                                       |                              |   |                                   |
|---|---------------------------------------|------------------------------|---|-----------------------------------|
| OK = Date confirmed<br>AIR = Cost of flight | S = Staff Pass<br>K = Parking voucher | C = Clipboard<br>H = Headset | PAY = Payment to staff person<br>OWES = What staff person owes us | ✓ = Promised<br>NP = Not promised |
|---|---------------------------------------|------------------------------|---|-----------------------------------|

# CONFIRMED STAFF WORKSHEETS

YEAR \_\_\_\_\_

## II. PROCESSING

| OK | JOB                               | NAME | DAY / TIMES |       |   |   |   |   |      | COMPENSATION |   |   |   |   |     |      |
|----|-----------------------------------|------|-------------|-------|---|---|---|---|------|--------------|---|---|---|---|-----|------|
|    |                                   |      | CEL         | PHONE | T | F | S | S | ROOM | AIR          | S | K | C | H | PAY | OWES |
| /  | A. OFFICIALS BOOTH                |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | A. OFFICIALS BOOTH                |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | B. HEAD REGISTRATION              |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 1. Information / Spectators       |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 1. Information / Spectators       |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 1. Information / Spectators       |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 3. Pre-registration at School     |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 3. Pre-registration at School     |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 3. Pre-registration at School     |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 3. Pre-registration at School     |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 4. Pre-registration at Tournament |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 4. Pre-registration at Tournament |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 4. Pre-registration at Tournament |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 5. Registration                   |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 5. Registration                   |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 5. Registration                   |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 5. Registration                   |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 6. Weigh-in                       |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 8. Card Filer                     |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 8. Card Filer                     |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 9. Materials Processor            |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 9. Materials Processor            |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | C. HEAD STAGER                    |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 1. Card Stager                    |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 1. Card Stager                    |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 2. Card Folder Runner             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 2. Card Folder Runner             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | D. HEAD RESULTS (Commissioner)    |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |
| /  | 1. Assistant                      |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |

|                      |                     |               |                                  |
|----------------------|---------------------|---------------|----------------------------------|
| OK = Date confirmed  | S = Staff Pass      | C = Clipboard | P = Payment to staff person      |
| AIR = Cost of flight | K = Parking voucher | H = Headset   | OWES = What staff person owes us |
|                      |                     |               | NP = Not promised                |
|                      |                     |               | ✓ = Promised                     |

# CONFIRMED STAFF WORKSHEETS

YEAR \_\_\_\_\_

## III. COMPETITION

| OK | JOB                          | NAME | DAY / TIMES |       |   |   |   |   |   | COMPENSATION |     |   |   |   |   |     |      |
|----|------------------------------|------|-------------|-------|---|---|---|---|---|--------------|-----|---|---|---|---|-----|------|
|    |                              |      | CEL         | PHONE | T | F | S | S | R | ROOM         | AIR | S | K | C | H | PAY | OWES |
| /  | A. HEAD COORDINATOR          |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | B. RING COORDINATOR #s _____ |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | B. RING COORDINATOR #s _____ |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | B. RING COORDINATOR #s _____ |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | B. RING COORDINATOR #s _____ |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | B. RING COORDINATOR #s _____ |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | B. GRANDCHAMPIONSHIPS COORD. |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | C. CHIEF REFEREE             |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | C. CHIEF REFEREE             |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | D. ARBITRATOR                |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | D. ARBITRATOR                |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. CENTER REFEREE            |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. REFEREE                   |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. REFEREE                   |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. REFEREE                   |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |
| /  | E. REFEREE                   |      |             |       |   |   |   |   |   |              |     |   |   |   |   |     |      |

|                      |                     |               |                                  |
|----------------------|---------------------|---------------|----------------------------------|
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# CONFIRMED STAFF WORKSHEETS

YEAR \_\_\_\_\_

## III. COMPETITION

**DAY / TIMES**                      **COMPENSATION**

| OK | JOB                       | NAME | CEL | PHONE | DAY / TIMES |   |   |   |   |   |   | COMPENSATION |   |   |   |   |   | PAY | OWES |   |   |   |  |  |  |  |  |
|----|---------------------------|------|-----|-------|-------------|---|---|---|---|---|---|--------------|---|---|---|---|---|-----|------|---|---|---|--|--|--|--|--|
|    |                           |      |     |       | T           | F | S | S | R | A | I | R            | S | K | C | H | R |     |      | A | I | R |  |  |  |  |  |
| /  | F. HEAD SCOREKEEPER       |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | G. RING SCOREKEEPER       |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | G. RING SCOREKEEPER       |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | G. RING SCOREKEEPER       |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | G. RING SCOREKEEPER       |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | G. RING SCOREKEEPER       |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |
| /  | 1. Scorekeeper/Timekeeper |      |     |       |             |   |   |   |   |   |   |              |   |   |   |   |   |     |      |   |   |   |  |  |  |  |  |

|   |                              |   |                                   |
|---|------------------------------|---|-----------------------------------|
| OK = Date confirmed<br>AIR = Cost of flight | C = Clipboard<br>H = Headset | PAY = Payment to staff person<br>OWES = What staff person owes us | ✓ = Promised<br>NP = Not promised |
|---|------------------------------|---|-----------------------------------|

# CONFIRMED STAFF WORKSHEETS

YEAR \_\_\_\_\_

## IV. TOURNAMENT ACCESSORIES

| OK | JOB                   | NAME | DAY / TIMES |       |   |   |   |   |      | COMPENSATION |   |   |   |   | OWES |     |  |  |
|----|-----------------------|------|-------------|-------|---|---|---|---|------|--------------|---|---|---|---|------|-----|--|--|
|    |                       |      | CEL         | PHONE | T | F | S | S | ROOM | AIR          | S | K | C | H |      | PAY |  |  |
| /  | A. HEAD SALES         |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Sales              |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Sales              |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Sales              |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | B. HEAD AWARDS        |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Awards             |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Awards             |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Awards             |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Awards             |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | C. HEAD MEDIA         |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Press              |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Press              |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Press              |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Press              |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Press              |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Press              |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 2. Photography-Action |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 2. Photography-Action |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 2. Photography-Action |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 2. Photography-Action |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 2. Photography-Action |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 3. Video              |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 3. Video              |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 3. Video              |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | D. HEAD OF CATERING   |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Server             |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Server             |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Server             |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Server             |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |
| /  | 1. Server             |      |             |       |   |   |   |   |      |              |   |   |   |   |      |     |  |  |

|                      |                     |               |                                  |
|----------------------|---------------------|---------------|----------------------------------|
| OK = Date confirmed  | S = Staff Pass      | C = Clipboard | PAY = Payment to staff person    |
| AIR = Cost of flight | K = Parking voucher | H = Headset   | OWES = What staff person owes us |
|                      |                     |               | NP = Not promised                |
|                      |                     |               | ✓ = Promised                     |

# CONFIRMED STAFF WORKSHEETS

YEAR \_\_\_\_\_

## VI. FINALS (National Conference Tournaments)

| OK | JOB                       | NAME | DAY / TIMES |   |   |   |   |      |     | COMPENSATION |   |   |   |     |      |  |
|----|---------------------------|------|-------------|---|---|---|---|------|-----|--------------|---|---|---|-----|------|--|
|    |                           |      | CEL PHONE   | T | F | S | S | ROOM | AIR | S            | K | C | H | PAY | OWES |  |
| /  | MAINTENANCE COORDINATOR   |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Maintenance            |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Maintenance            |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | HEAD SECURITY             |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Security/Badge Checker |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Security/Badge Checker |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Security/Badge Checker |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Security/Badge Checker |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Security/Badge Checker |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Security/Badge Checker |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Security/Badge Checker |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Security/Badge Checker |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Security/Badge Checker |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Security/Badge Checker |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Security/Badge Checker |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | SPECIAL EFFECTS           |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. AV                     |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. AV                     |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 2. Lighting               |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 2. Lighting               |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | PROCESSING                |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Ticket Sales           |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Ticket Sales           |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | COORDINATOR               |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Announcer              |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 1. Announcer              |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 2. Announcer Assistant    |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 2. Announcer Assistant    |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 3. Chief Referee          |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 3. Chief Referee          |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 4. Arbitrator             |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |
| /  | 4. Arbitrator             |      |             |   |   |   |   |      |     |              |   |   |   |     |      |  |

|   |                                       |                              |   |
|---|---------------------------------------|------------------------------|---|
| OK = Date confirmed<br>AIR = Cost of flight | S = Staff Pass<br>K = Parking voucher | C = Clipboard<br>H = Headset | PAY = Payment to staff person<br>OWES = What staff person owes us |
|   |                                       |                              | √ = Promised<br>NP = Not promised                                 |

# CONFIRMED STAFF WORKSHEETS

YEAR \_\_\_\_\_

## VI. FINALS

### DAY / TIMES      COMPENSATION

| OK | JOB                         | NAME | DAY / TIMES |       |   |   |   |   |      | COMPENSATION |   |   |   |   |     |      |  |  |
|----|-----------------------------|------|-------------|-------|---|---|---|---|------|--------------|---|---|---|---|-----|------|--|--|
|    |                             |      | CEL         | PHONE | T | F | S | S | ROOM | AIR          | S | K | C | H | PAY | OWES |  |  |
| /  | 5. Player Staging           |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
| /  | 5. Player Staging           |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
| /  | 5. Player Staging           |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
| /  | 6. Scorekeeper              |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
| /  | 6. Scorekeeper              |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
| /  | 7. Scorekeeper - Scoreboard |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
| /  | 7. Scorekeeper - Scoreboard |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
| /  | <b>ACCESSORIES</b>          |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
| /  | 1. Awards/Give-aways        |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
| /  | 2. Awards Presenter         |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
| /  | 2. Awards Presenter         |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
| /  | 2. Awards Presenter         |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
| /  | 2. Awards Presenter         |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |
|    |                             |      |             |       |   |   |   |   |      |              |   |   |   |   |     |      |  |  |

|   |                                       |                              |   |
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