

Re:		Generic Tournament Checklist (random order)	
✓	#	Task	Lead
	1	Finalize schedule and distribute to team officials	
	2	Create in-rink Welcome sign from sponsors & small directional arrow signs	
	3	Plan out Opening & Closing Ceremonies	
	4	Produce a Program booklet or mini-Program lay-out	
	5	Produce Standings & Results Board	
	6	Recruit National Anthem & Ode singers	
	7	Recruit action photographer	
	8	Determine dressing room, refreshments, fruit & other requirements for teams	
	9	Coordinate Physio/Medical set-up & schedule	
	10	Establish an email contact group of all team managers	
	11	Create a list of foods & refreshments for hospitality room	
	12	Confirm hospitality limitations with rink and canteen staff	
	13	Plan and book a Parents' Night	
	14	50/50 tickets, signage and sellers	
	15	Arrange pizza vendor for teams	
	16	Arrange restaurant vendor for any special team meals	
	17	Invite sponsors to opening and closing of event	
	18	Input rosters and schedule into web site database (have separate event page)	
	19	Get passes/IDs printed and lanyarded for Teams, Officials, & Committee	
	20	Design and print gate passes if necessary	
	21	Develop public announcement scripts	
	22	Order Player of the Game Awards or Prizes (sponsor?)	
	23	Order or obtain medals and individual awards	
	24	Confirm game officials are scheduled and ice times confirmed	
	25	Design and print event posters or e-posters	

Re:		Generic Tournament Checklist	
✓	#	Task	Lead
	26	Create event budget and general ledger	
	27	Coordinate finances with League/Association Treasurer or Administrator	
	28	Collect and deposit registration fees	
	29	Order apparel for purchase by teams + complimentary Committee wear	
	30	Create file to track obligations to sponsors	
	31	Distribute map to rink, hotel list, and other related items to visiting teams	
	32	Create Twitter account and assign person to oversee it before & during event	
	33	Recruit an in-game music operator	
	34	Identify team colors to avoid jersey clashes	
	35	Retain a skate sharpening and equipment repair vendor	
	36	Get tournament logo and slogan designed	
	37	Establish a Core Committee and add a layer of volunteers for specific tasks	
	38	Assign person to input game stats on-line	
	39	Determine pre-game warm-up protocol and share with teams & game officials	
	40	Prepare a sponsorship appeal letter	
	41	Determine who selects award winners (team coaches? Committee?)	
	42	Determine how protests will be handled	
	43	Distribute tie-breaking and other important tournament rules	
	44	Put together a "tickle trunk" of items like cash boxes, tape, paper, scissors, receipt book	
	45	Organize a Coaches/Managers Meeting prior to first puck drop	
	46	Share event scores, highlights, on-line presence with local media	
	47	Confirm WIFI arrangements in venue and arrange laptops & printer	
	48	Organize a post-event wrap-up session	
	49	File financial report and any other required reports	
	50	Enjoy the event (and doing the other 100 tasks not listed above!)	