

Tournament Director Checklist

Tournament:

Date:

Before Tournament Day - Do In Advance!

	Who	Done	Notes
Select date. Confirm with State Coordinator			
Submit sanctioning agreement			
Select courses and reserve including shelters			
Select tournament format			
Prepare spreadsheet for tracking event finances			
Get logos designed if desired for identity and hotstamps			
Get sponsors			
Produce sponsor signs, banners, ads per agreements			
Prepare registration/info handouts			
Update web site / online reg activated?			
Continue to upload registered players to PDGA site		ongoing	
Plan players packages			
Choose hotel & camping options			
Create maps and directions to locations if needed			
Order custom discs			
Pick up custom discs			
Order trophies			
Pick up trophies			
Contact media			
Acquire additional players pack items			
Acquire all prizes			
Get calculator			
Get CTP materials (nails, bags, cards, pencils)			
Get horn (if needed)			
Get clipboards			
Develop schedule / divisions / courses. Post online			
Prepare course maps and print/copy			
Prepare course notes and print/copy			
Player Program, yes? Prep content and sponsor ads			
Prepare and print/copy scorecards			
Get small pencils			
Get ziploc bags			
Get stapler & scissors			
Get cash box or bag			
Get payout tables (or spreadsheet)			
Get envelopes for organizing payouts			

Get leaderboard and print/copy leader cards			
Get thumbtacks/tape			
Get rule books			
Get walkie talkies/batteries and/or swap cell phone #s			
Get tape measure			
Get tee markers (cones or flags)			
Get spare trash bags			
Get sharpie markers			
Get raffle tickets (if needed)			
Make "Tournament in progress" signs			
Make "Registered/Unregistered"line signs			
Make "Raffle - Must be present to win" signs			

Before Tournament Day - Last Few Days

	Who	Done	Notes
Prepare course - get additional baskets (if needed)			
Prepare course - set basket positions			
Prepare course - mark tees			
Get picnic tables in place			
Get food or beverages and ice			
Mark out-of-bounds areas			
Mark 10 meter putting area (optional)			
Get extra registration forms for getting addresses			
Collect all pre-registrations and fees			
Create player's packages			

Tournament Day - Before Registration

	Who	Done	Notes
Set up Tournament Central			
Post schedule			
Put out hole sponsor signs			
Put out directional signs & notices			
Check mailbox for last minute mailed registrations			
Set up CTP, etc.			
Set out tee markers			
Write up player's meeting "script"			

Tournament Day - Registration

	Who	Done	Notes
Get liability waiver signed (if needed)		N/A	
Take registrations - check PDGA cards			
Take registrations - collect fees (incl. \$5 temp fee)			
Take registrations - get ace pot			
Take registrations - fill out scorecard			

Take registrations - fill out spreadsheet (optional)			
Get addresses/emails for everybody			
Set up initial groups/holes			

Tournament Day - Player's Meeting	Who	Done	Notes
Call meeting			
Welcome players			
Thank sponsors			
Announcements (other events)			
Go over out-of-bounds			
Markers policy			
New PDGA speed-of-play policy			
CTP and other special contests			
"Rule of the Day"			
Make sure of parking passes			

Tournament Day - Between Rounds	Who	Done	Notes
Inform players of next start time			
Check scorecards			
Enter scores in the laptop (upload to PDGA optional)			
Verify scores and places			
Print and post scores			
Arrange cards/players/holes for next round			

Tournament Day - During Rounds	Who	Done	Notes
Organize pay-out			
Check on playing times			
Spot on doglegs and tree areas			
Monitor players not in the tournament			
Be available for officiating			
Mark next tees and maybe move targets			
Put together awards packages			

Tournament Day - After Final Round	Who	Done	Notes
Remind about raffle			
Check scorecards			
Enter scores in the laptop			
Verify scores and places			
Ace pot throw-off (if needed)			
Collect CTPs			
Organize breakdown of baskets (if needed)			

Print and post scores			
Assign cash and prizes			
Awards ceremony - Thank sponsors again			
Awards ceremony - Announce upcoming events			
Awards ceremony - Give out awards			
Hold raffle			
Upload scores to PDGA site			
Complete TD report			