



Before Event – Adult Event Checklist

4 – 6 Months Before

- Accredit Your Event
- Confirm Event Venues
- Retrieve Signed Venue Agreements
- Confirm Entry Fee
- Create Promotional Material
- Edit Tournament Pages
- Confirm Social Events
- Confirm Staff Plan
- Arrange Hotel Block
- Confirm Streaming Capability

1 – 3 weeks Before

- Order Player Gift
- Order Trophies
- Order Food and Beverage
- Create & Order Programs
- Order Squash Balls
- Order Pro-Shop Supplies
- Order Refreshment Supplies

Week of the Event

- Email Confirmed Entrants
- Venue details sent to participants if not on tournament page
- Create Signage for Facility
- Close Entries
- Check Membership Status of All Players
- Preliminary Scheduling
- Finalize Seeding
- Finalize Schedule
- Enter Times on draws
- Finalize Patrons on Tournament Page
- Create Registration Document
- Publish Start Times
- Start Times Emails
- Publish draws
- Confirm times with event staff
- Draws Published Email
- Welcome Email (Referee, Venue Rule Reminders)
- Print Draws & Materials
- Test Streaming