

# Timelines of Information

## SCHOOLS PACKETS

PACKET ONE (send to AD, PRINCIPAL, COACH)

- **About 1 month to 1½ months before event**
  - **Tournament information (see enclosed sample)**
  - **Administrative passes**
  - **Player and manager passes**
  - **Parking passes (parking instructions)**
  - **Expense report**
  - **Bracket sheet – locker room assignments**
  - **Uniform bracket sheet (Home/Visitors bracket)**
  - **Map of facility**
  - **Flier about tournament**
  - **Registration sheet**
  - **Administration and coaches' meetings - agenda**

PACKET TWO

- **Monday of Tournament Week (send to AD, Principal, Coach)**
- **Complete bracket – uniform bracket**
- **Officials working tournament and rotation schedule (if known)**
- **Conference records**
- **Administrators and coaches meeting information – agenda**

PACKET THREE

- **One to each coach – given to them when they arrive**
  - **Welcome letter**
  - **Complete bracket – uniform bracket**
  - **Conference standing**
  - **Officials' schedule**
  - **Expense report**
  - **Locker room schedule**

## REFEREES PACKETS

PACKET ONE

- **Mailed as soon as you know who the officials are and have talked to them about:**
  - **Motel needs**
  - **Travel arrangements**
- **Packet includes:**
  - **Officials' meeting – agenda**
  - **Financial sheet**
  - **Tournament Bracket**
  - **Officials' assignments (if known)**
  - **Pass**
  - **Parking Pass – map of facility – special entrance**
  - **Contract and motel arrangements**

## PACKET TWO

- **Give day of tournament**
  - **Check/welcome letter**
  - **Complete bracket – Home/Visitors bracket**
  - **Conference records**
  - **Officials' assignments**
  - **Names of coaches**
  - **Program**

## TICKETS

- **Get passes ready 2 months before event**
  - **All Session/Single Day**
  - **Officials**
  - **Contestants**
  - **Adult**
  - **Student**
- **Ticket taker schedule 2½ months before event**