

Tournament Preparation Checklist

MHSA Office Staff

Tournament Item	Person Responsible	Completed
1. Allowable Items – review list		
2. Announcer		
3. Anthem		
4. Attendance Reports		
5. Awards <ul style="list-style-type: none"> a. Individual medals b. Presentation (Board & NWE) c. Trophies 		
6. Balls <ul style="list-style-type: none"> a. Game b. Warm-up 		
7. Ball attendants		
8. Bands <ul style="list-style-type: none"> a. Host/Hostess b. Seating c. Storage 		
9. Banners		
10. Brackets		
11. Cheerleaders <ul style="list-style-type: none"> a. Host/Hostess b. Dressing room c. Schedule of performance d. Mandatory meeting 		
12. Coaches' meeting		
13. Concessions		
14. Copier		
15. Door guards		
16. Dance/drill teams <ul style="list-style-type: none"> a. Dressing rooms b. Length of music / player location c. Schedule of performance 		

Tournament Item	Person Responsible	Completed
17. Finances <ul style="list-style-type: none"> a. Accounting b. Change c. Deposits – money bags d. Copy of bid 		
18. First Aid <ul style="list-style-type: none"> a. Ambulance b. Doctors c. EMT's d. Trainers 		
19. Floor manager		
20. Floor/field barriers		
21. Hospitality room		
22. Teams' host/hostess		
23. Janitors <ul style="list-style-type: none"> a. Arena b. Floors c. Locker rooms d. Seals (MHSA/NWE/Farmers) 		
24. Laundry – uniforms		
25. Locker rooms <ul style="list-style-type: none"> a. Location b. Security c. Teams 		
26. Officials <ul style="list-style-type: none"> a. Alternate b. Meeting c. Reservations d. Host e. Room/tent/area 		

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27. Parking <ul style="list-style-type: none"> a. Buses b. Pass lot c. Security d. Permits e. Map 		
28. Passes <ul style="list-style-type: none"> a. Gates b. Workers c. Pass boards 		
29. Media <ul style="list-style-type: none"> a. Passes b. Phones (radio/tv hookup) c. Seating d. Control of seating area 		
30. Programs <ul style="list-style-type: none"> a. Organizer b. Sellers c. Supply for teams/officials/MHSA 		
31. Publicity		
32. Reader boards		
33. Reservations		
34. Scoring/timing bench		
35. Scorebook		
36. Security/field marshals		
37. Signs <ul style="list-style-type: none"> a. MHSA b. Team 		
38. Statistics		
39. Television		
40. Towels		

Tournament Item	Person Responsible	Completed
41. Tickets a. Passes b. Reserved c. General admission		
42. Ticket takers		
43. Ushers		
44. Valuables		
45. Vendors		
46. Video cameras		
47. Website		
48. Welcome		
49. Workers' meeting – ushers		