



TOURNAMENT CHECKLIST

- Date
- Location availability / Approval
(ISWA club charter/submitted online at www.usamembership.com before Nov. 15th)
- Team Competition: Have plenty of team sign-up sheets
- Order awards: Individual Team trophies
- Advertisement (ISWA Event Flyer)
- Set up pre-registration on TrackWrestling (if applicable)
- How many mats are to be used / arrange for them to be moved to school
- Contact Pairing personnel
- Hotel Rooms
- Contact Officials
- Whistles
- Wristbands / anklebands
- Set up Pairing folders: Copy paper, masking tape, computer, printers
- Table workers
 - Dry erase boards, markers or some way to show spectators bout number order
 - Lunch tickets
 - A sign-up sheet at the announcer table
- Hospitality Room
- Parking attendants (directional signs if necessary)
- Security
- Entry personnel
 - Need cash
 - Cash boxes
 - Markers, pens & paid stamps
- Concessions
 - Need cash
 - Cash boxes
 - Someone to purchase items
- Waiver / Entry forms
 - Plenty of pens
- Scales
- Weigh-in personnel (Medical for skin checks)
 - Thick black markers
 - Weigh-in sheet printed from TrackWrestling
- Awards area
- Announcer
- Runners
- National Anthem
- Medical Trainers