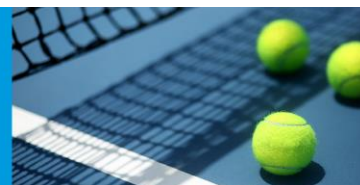


EVENT DIRECTOR CHECKLIST



Event Director Checklist

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EVENT DIRECTOR CHECKLIST



Pre-Event

Once Event Has Been Approved

- ☐ Tennis Victoria will send you a TP Back Up of your event
- ☐ Check the details in the TP File incl. contact details, venue addresses, draw sizes (match to your match plan), how many events players can enter, enter 1 age group only, etc.
- ☐ Add a message that will be published on the event homepage.
- ☐ Publish the TP file under your TP licence.
- ☐ Check all details on the event factsheet. Send through any updates to Tennis Victoria. Please note that any updates to draw sizes and dates of draws starting needs to be done before entries open.
- ☐ Create a budget for event, include court hire, official's costs, trophies, balls etc.

2 Months Before Event

- ☐ Check your online entries and republish the file.
- ☐ Send EORF through to Sof Megas with officiating requirements.
- ☐ Update the message on event homepage (if required)
- ☐ Order Trophies and Balls (depending upon the lead times with your suppliers)
- ☐ Confirm Court Bookings including secondary venues (if required)
- ☐ Contact referee once selections have been made
- ☐ Send out email to previous event players letting them know entries are open. Ensure you blind copy (BCC) the email addresses.
- ☐ Respond to any enquiries

1 Month Before Event

- ☐ Continue checking for online entries, download and publish.
 - Closer to the entry deadline check more frequently.
- ☐ Check venue (nets, fencing etc.) and make repairs where required
- ☐ Ensure you have singles sticks
- ☐ Ensure you have on court player seating
- ☐ Respond to any enquiries

10 Days Before Event

- ☐ After entries close send the TP File to Tennis Victoria for singles acceptance lists
- ☐ Publish acceptance lists once file has been returned from TV
- ☐ Confirm secondary venues (if required)
- ☐ Pair any confirmed doubles partnerships. Both players need to confirm the pairing online or via email. And note in homepage re Doubles requirements.
- ☐ Process any withdrawals – ensure you check for online withdrawals.
- ☐ Send a welcome email to players with key information i.e., venue location/s, scoring formats, match-play information (sign in or compulsory), amenities available at venue/s – canteen, stringing, key staff and contact details.

EVENT DIRECTOR CHECKLIST



6 days Before Event

- ☐ Withdrawal Deadline is 7 days before the event
- ☐ Update the acceptance lists if there have been any withdrawals
- ☐ Send file to TV for seedings and finalising of doubles pairs
- ☐ Publish file once received from TV
- ☐ After publishing, work on the draws and schedule
- ☐ Send the draws and schedule to Referee for approval

3-4 days Before Event

- ☐ Publish draws and schedule AFTER the referee has approved them.
- ☐ Make updates where required if players have withdrawn.
- ☐ Any seeds that withdraw after draws have been published you will need to do seed changes – see Rules and Regulations for further information.
- ☐ Process refunds for players who have withdrawn.
- ☐ Organise gear for secondary venues (if required)
- ☐ Check PA system at venue/s

1 Day Before Event

- ☐ Ensure Walkie Talkies are charged
- ☐ Set up Event Desk with printer, walkie chargers, sign in sheets (if needed), run sheets etc

Day 1 of Event

- ☐ Check email for any withdrawals (Process and contact opponents when necessary)
- ☐ Print and Display Draws
- ☐ Put single sticks and chairs on courts
- ☐ Put out events behaviour A-Frame sign (if you have one)
- ☐ Ensure courts are clear of debris
- ☐ Test PA system
- ☐ Prepare practice balls
- ☐ Prepare match balls
- ☐ Set out walkie talkies
- ☐ Find players for doubles events (if you have a player requiring pairing)
- ☐ Ensure "Auto Upload Results" is checked for publishing scores
- ☐ Update homepage when required e.g., delays

EVENT DIRECTOR CHECKLIST



Each Day of Event

- ☐ Check email for any withdrawals (Process and contact opponents when necessary)
- ☐ Update homepage when required e.g., delays
- ☐ Print and Display Draws
- ☐ Put single sticks and chairs on courts
- ☐ Ensure courts are clear of debris
- ☐ Put out events behaviour A-Frame sign (if you have one)
- ☐ Test PA system
- ☐ Prepare practice balls
- ☐ Prepare match balls
- ☐ Set out walkie talkies

Final Day of Event

- ☐ Prepare for presentations, prizemoney if necessary
- ☐ Send out end of event email wrap

Post Event

- ☐ Publish final TP File with code violations inputted by referee
- ☐ Process any refunds
- ☐ Submit TD report within 3 days
- ☐ Process prizemoney payment when necessary

Tennis Victoria Staff Contact Details

Name	Email	Mobile Number	Title
Andy Reynolds	tournamentsvic@tennis.com.au	0417 508 426	Event Lead
Sof Megas	smegas@tennis.com.au	0411 762 410	Officiating Development Coordinator