

TD/Organizer Check Off List

Pre-Tournament

- Secure a site
- Hire a TD
- Table Numbers
- Water Stations
- Determine Policies
- Pre-Registration List
- Petty Cash
- Registration
- Wi-Fi access
- USCF Membership forms
- Golden Database

Supplies

- Scoresheets & Pens
- Computer
- Printer w/ paper
- Display boards
- Pairing Cards
- Pairing Software

Advertisement

- TLA's
- USCF email blasts
- Local & state clubs
- Flyer

During Tournament

- On-site & Late Registration
- Verify USCF memberships
- Save Software data every round
- Post Pairings and Standings
- Place to collect scoresheets
- Post Prize Fund
- Where to write byes and withdrawals
- Post Round Times

Tournament Announcements:

- Time for Next Round
- Byes
- Restrooms
- Cell Phone policy
- Recording of scores

Post Tournament

- Pay Prizes
- Submit USCF Tournament Report
- Retain records