

Lake St. Louis Tennis Association

Event Coordinator Checklist

1. **Advertise** in Newstime and/or send out emails to membership roster.
 - ❑ Write up tennis tournament articles for publication in Newstime and begin to submit them one month before the tournament (3-4 articles). Include:
 - ❑ Tournament name.
 - ❑ Sponsor name (if any).
 - ❑ Date, Time, Location (CA Clubhouse Tennis Courts).
 - ❑ Format (single/double elimination, round robin, compass, etc.)
 - ❑ Cost per player/team.
 - ❑ Tournament director name and phone number (for sign-ups).
 - ❑ Our website url: www.LSLTennis.Homestead.com
 - ❑ Submit tennis tournament articles to Newstime by 5:00 p.m. Tuesday before the Saturday issue desired.
2. **Food** (purchase any or all as necessary the week before the tournament).
 - ❑ Sandwiches (1/4 cut foot-long sub sandwiches can be ordered from Subway).
 - ❑ Chips & Dip.
 - ❑ Cookies.
 - ❑ Soda, Lemonade, Ice Tea, Bottled water.
 - ❑ Beer (purchase at the CA Clubhouse bar, if desired).
 - ❑ Coffee (for morning tournaments).
 - ❑ Donuts (for morning tournaments).
 - ❑ Ice (use the CA ice machine at the east end of the clubhouse).
3. **Trophies** (Martin Trophy, Steve Martin 625-4477).
 - ❑ Visit Steve's shop (on the east side of Highway 40, about 1/2 mile south of Highway N) to select tournament trophies.
 - ❑ Order trophies when advertising starts, approximately 3-4 weeks in advance.
4. **Other tournament items.**
 - ❑ Tennis Balls (1 new can per standard 2/3 set match or 1 can per 2 no-ad sets for Compass Draw/Scrambles).
 - ❑ Prizes for give-away drawings (if needed).
 - ❑ Obtain the club bullhorn from the LSLTA President.
 - ❑ Morning of the tournament - make sure that the water jugs are filled/iced and the trash containers are empty on courts (if not, get the golf shack assistant to do).
5. **Tournament Draw Sheet.**
 - ❑ Make/provide a tournament draw sheet and mount on cardboard (bring a pen, marker and tape to secure the board). Select the appropriate format:
 - Single/double elimination (A & B flights).
 - Round robin.
 - Compass Draw/Scramble.
 - ❑ Fill in the draw one or two nights before the tournament (seed top teams/players)
 - ❑ Notify players of their first match times for tournaments (if not single day events).
6. **Take photos** (digital preferred) of winners, runner-ups, sponsor & participants.
7. **Collect tournament fees** and submit the cost accounting to the LSLTA Board.