

Item	Check?	Who's Responsible?
VENUE <ul style="list-style-type: none"> - Date and Location <ul style="list-style-type: none"> o These two things will always be linked - # Pitches <ul style="list-style-type: none"> o Quidditch Pitch: 44m x 66m o Make a Field Diagram - Match the quality of the fields to the type of event - Calculate expected player and spectator attendance - What will you do in the event of adverse weather? 		
SCHEDULE <ul style="list-style-type: none"> - Start the first game at least 1hr after you gain access to the venue - End the last game at least 1hr before you want to be packed up - Have teams/refs report at least 15mins before the first game - Allow 45mins per game and 1hr per finals game - Account for a lunch break (1 hour) - Start and finish at reasonable times 		
BUDGET <ul style="list-style-type: none"> - Income: Tournament Fees <ul style="list-style-type: none"> o Set the registration fee to cover expenses o What's included: Jersey? Lunch? - Expenses: Fields Hire, First Aid, Equipment, Photography? <ul style="list-style-type: none"> o Understand what you can reasonably expect people to pay - Do The Math - Additionally: Food, Merchandise <ul style="list-style-type: none"> o Aim to make a profit on these, if desired 		
FIRST AID <ul style="list-style-type: none"> - Non-playing, fully qualified, dedicated individual/s <ul style="list-style-type: none"> o One trainer for every two fields o Sports Medicine Australia is \$44/trainer/hr - Ensure everyone is aware of the Injury and Concussion Policies 		
FOOD <ul style="list-style-type: none"> - If providing: <ul style="list-style-type: none"> o Small event: BBQ or Sandwiches o Large event: Ext. Catering (Pre-Order) or Food Trucks - If not: <ul style="list-style-type: none"> o Schedule more time for lunch (1.5 hrs) o List and locate nearby venues (7/11s, Fast Food, Cafes, Supermarkets) - Clearly communicate whether food will be available at the venue 		
VOLUNTEERS <ul style="list-style-type: none"> - Tournament Director: Generally oversee event, liaise with venues - Pitch Manager/s: Ensure fields run on time (1 per 2 pitches) - General Assistants: Organise specifics aspects eg BBQ, Merch, Media <ul style="list-style-type: none"> o Large Event: Use teams for tasks like set up and pack up 		
ADVERTISING <ul style="list-style-type: none"> - Give adequate and early warning (>2mths, 6 if travel is required) - Make a Facebook event <ul style="list-style-type: none"> o Have a distinctive and recognisable name - Communicate with attendees via email 		