



USQ Post-Event Checklist

Your tournament is over, but you're not done yet! Don't forget to complete these important wrapup steps as soon as possible!

As soon as the tournament ends:

- Present trophies and awards
- Publicly thank volunteers, teams, and spectators
- Give payment to referees, if you are paying them on-site
- Clean up the event site

One to three days after the tournament ends:

- Submit scores for official games via the USQ website
- Mail payment to referees if you have not paid them already
- Submit final payment for all outstanding items (e.g. field rental, A/V equipment, etc.)
- Send a follow-up and thank-you email to captains (include referee feedback form)
- Send a feedback survey to attendees (feel free to use USQ's)
- Snitch evaluation sent to captains
- Compile an event report
 - Include numbers (players, spectators, staff, volunteers, games, fields)
 - Include injuries (rough numbers/type)
- Post a list of the lost and found items (to the Facebook event and to captains)