



USQ Tournament Setup Checklist

Make sure you're all set for your attendees to arrive by making sure that everything is set up and ready to go!

Signage

- Place field number signs (e.g. "Pitch 1," "Pitch 2," etc.)
- Place teams village signs
- Place directional signs
 - To parking
 - To fields
 - To bathrooms
 - To water
 - To food
- Post copies of the schedule around the facility

Merchandise Area

- Set up area
 - Tent
 - Tables
 - Chairs
- Lay out merchandise on display
- Inventory merchandise
- Prep cashbox and/or Square readers
- Receipt book

Fields

- Mark off fields (confirm lining, or put down tape or cones)
- Place equipment at each field
 - Hoops (set up hoops completely)
 - Brooms
 - Balls (inflate balls to proper levels)
- Send backup equipment to each field
 - Spare hoop parts
 - Spare brooms
 - Ball pump
- Set up scorekeepers' table
 - Table
 - Two chairs
 - Scoreboard
 - Stopwatch
 - Clipboard with scorecards & pen
 - Duct tape

Headquarters

- Prep all materials needed to be organized and easy to find

Volunteer HQ

- Table
- Chairs
- Prepare for volunteer check-in
- Post schedule

A/V Equipment

- Test audio for announcements & music (if applicable)
- Test and distribute walkie talkies