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