



Use the following checklist to ensure that your tournament secures the most entries it possibly can.

Tournament Planning Checklist		
Action	Timeline	Complete
Register your tournament with Squash SA when submissions are called for in October/November each year or at least 3 months prior to your event. This should include dates, format and sanctioning level AJST (Platinum, Gold, Silver, Bronze PSA, Local Senior)	Approximately October/November each year	
Create your Tournament on Sporty HQ, request sanctioning from Squash Australia for AJST junior events and from Squash SA for senior events. Send the link to Squash SA to link to the event that will already be on the Squash SA event calendar on Sporty HQ. A document with examples of wording and steps to follow is available from Squash SA, otherwise a video can be found at <a href="http://www.squash.org.au/w/sportyhg">http://www.squash.org.au/w/sportyhg</a> by clicking on Ultimate Centre Guide and going to page 30	At least 3 months prior to event	
Contact club members and local businesses to secure sponsors for the tournament	At least 3 months prior to event	
Create a tournament poster and flyer to add to your Sporty HQ registration process. Send the poster to Squash SA a minimum of 3 months prior to the event for circulation	At least 3 months prior to event	
Place posters around your venue including A4 posters on pennant score boards	At least 2 months prior to event	
Use the poster you created as an event on face Book and invite people to attend	At least 2 months prior to event	
Text club members asking them for their support for their club's tournament. Playing, sponsoring, refereeing or watching	At least 2 months prior to event	
Email Squash SA with wording that you would like emailed out to juniors, pennant players and clubs to promote the tournament	At least 2 months prior to event	
Confirm courts are booked for the required dates	Approximately 1 month prior to event	
Use the survey feature on Sporty HQ to assess how your entrants thought the tournament was run	After event	
Write a small story on results from the tournament and email it with a picture to squash SA	1 week after event	

If you require any assistance in setting up your event on Sporty HQ or printing posters and flyers please contact Squash SA 8276 4054 or [james.rogers@squashsa.asn.au](mailto:james.rogers@squashsa.asn.au)