	Month 10	Month 9	Month 8	Month 7	Month 6	Month 5	Month 4	Month 3	Month 2	Month 1	Hold Tournament	Month 1	Month 2
Step 1 - Decide	Decide - 1-2 Months												
1. Begin Planning your tournament													
Form Feasibility Study Committee													
Get Area/Section Support, Commitment, Approval													
Determine purpose & fundraising goal													
Select Tournament Director & Key Staff													
Select tournament scope, size													
Select Dates													
Select tournament name													
Select location - fields													
Get Approval on Feasibility recommendation													
Step 2 - Apply			Apply - 1-2 Months										
Prepare tournament authorization package													
Form Rules Committee													
Develop tournament budget													
Develop all forms needed													
Submit Authorization package for approval													
Step 3 - Plan					Plan - 4-6 Months								
Begin final planning													
Form tournament execution team													
Hold tournament staff meetings													
Develop tournament logo													
Setup website & advertising													
Sign up sponsors													
Order all materials													
Trash, porta-potties, goals, EMTs, rentals													
Concessions													
Awards, mementos, T-shirts, staff shirts													
Begin registering teams													
Develop game schedule													
Assign referees													
Mail out packets to teams													
Step 4 - Execute													
Layout & paint fields, setup goals										Do-It !			
Set up trash, porta-potties, concession stands													
Conduct Coaches & Referees Meetings													
Organize volunteers													
Arrange for Press coverage													
Execute tournament, determine winners, award prizes													
Cleanup and go home.													
Step 5 - Wrap-Up												Wrap-Up 1-2 Months	
Calculate referee deposit refunds & mail checks													
Post Results on website													
Send out incident, behavior reports													
Pay final bills													
Return rentals, dispose of left-overs, lost & found													
Hold Staff Party - thank volunteers													
Hold Lessons-Learned meeting													
Submit Final Income & Expense Report													

TOURNAMENT PLANNING TIMETABLE

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