

Tournament Hosting Outline

- Find a date
 - a. Check with CVB
 - b. Check with local hotels
 - c. Check with local schools for athletics conflicts or any other conflicts that could cause stress on hotel space
 - d. Check with city park and rec about field availability and set up
 - e. Check with your local organization and your volunteer base

- Once you found a date
 - a. Have CVB send out an email asking for availability of hotels
 - b. Inform local business', city commission, and other areas of Pierre that will be directly affected

- Organizing after date is finalized
 - a. Block hotel space
 - b. Block facility space needed to make event work
 - c. Get your L.O.C. set up and organized in specific areas of importance.
 1. Chairperson
 2. Hotel coordinator
 3. Field/facility set up and tear down
 4. Advertising coordinator
 5. Communications
 6. Park and Rec representative
 7. Transportation (if needed for your event)
 8. CVB liaison
 9. Medical coordinator
 - d. Timeline in which events should happen for your event. Registration deadline, etc...

- Checks and balance
 - a. Have a way to track your impact on the community
 - b. Have a backup plan in case weather or something comes up last minute

- Two weeks and one week before
 - a. Make sure you have a media release so local media promotes your event
 - b. Double check with your committee members that everything is ready to go
 - c. City commission report
 - d. Meet with police dept about influx of people

- Tournament weekend
 - a. Plenty of help!
 - b. Media presence there to tell your story
 - c. Find ways to keep stress levels at operable level for everyone involved

- Tournament wrap up
 - a. Economic impact your tournament had
 - b. Follow up with hotels on the weekends events there
 - c. Follow up with CVB on success of tournament
 - d. Follow up with city commission