

**SCW Pickleball Club
Event Planner & Checklist**

Event Name:
Description:
Sponsor:
Coordinator:
Who will be invited to attend:
Estimated budget request for event:
Proposed date:
Time of day:
Estimated number of people attending:
Fee per participant:
Number of courts needed:
How sign-up will be handled:
Deadline for participation:
Publicity – Coordinator:
() Eblast () Flyer () Bulletin Board Photos () During () After
Equipment/CR14/11 Form Coordinator:
() Tables () Chairs () Other
Setup/Teardown Coordinator:
Food/ Beverage: Coordinator:
() BYOB () Potluck () Buffet () Snack () Appetizer () Dessert
Describe
Tournament/Event Format () Skill levels () Age () RR/mixer
Description: Seeding required? Bracket & Boards? Other?
Coordinator:
Prizes & medals: Description
Coordinator:
PLEASE LIST NAMES OF ALL VOLUNTEERS ON BACK OF THIS FORM
Recap of Event: Date submitted
Number of participants:
Expenses:
Revenue:
Comment on satisfaction and success of event:
Ideas for improvement for future:
Complete and submit to the SCW Pickleball Club Board Event Liaison.