

# Checklist for TOs and HJs

## Before the tournament

- Make the announcement on forums, websites, facebook pages etc
- Is there a discount for pre-registered ?
- Should pre registered pre-pay? If so, how ?
- What are the opening / closing times of the room? And for players? (communicate it to the HJ)
- Provide time and people to set up the room beforehand and clean up afterwards. Should judges help?
- Will there be a refreshments? Who supports it? Where will it be?
- Will there be a shop? Who runs it? Where will it be?
- Prepare prizes table
- Prepare compensation / meals for judges

## Materials

- Key of the room
- Prepare the computer with update WER, set up extension cords
- Set up the printer, have extra paper, toner replacement cartridges, update drivers on the computer
- Scissors to cut papers (or paper cutter if possible)
- Tape rolls, pens, markers, trash bags
- Table numbers
- Boosters for the tournament + prizes + judges compensation
- Provide DCI registration cards for new players (or internet : <https://accounts.wizards.com/> )
- Checklists extension (more than pre registered + top 8) to be printed formely in the case of a limited tournament
- [Download them here : http://wpn.wizards.com/en/resources/rules-documents](http://wpn.wizards.com/en/resources/rules-documents)
- Basic lands for a limited deck tournament
- Blank papershit for a construted deck tournament
- Microphone, Round timeclock (Optional)
- First aid kit

## Handle registrations

- Are pre-registered entered in WER ?
- Is there internet access in the room? If WIFI, what's the password ?
- Provide a printed list of pre-registered
- Who collect the money ? The collection is the responsibility of the organizers, even if they delegates to judges
- The person taking registration should not be responsible for anything else
- Provide some cash for change
- If payment with credit card available, check if the machine is working on the venue

## Sides events

- Are there side events organized?
- Provide basic lands if drafts are organized
- Provide prizes boosters for sides event