

## **CHECKLIST for EVENT ORGANISERS**

Below is a Checklist for people running events or Matches at the Club.

1. Establish the nature of the Event/Tournament and assess charge (if any) for the entry including that for non-eligible players.
2. Ensure that non-members are informed on any entry form that there is an extra charge for Temporary Membership
3. Inform Groundsman of Date, Time and number of Courts required at least 1 week in advance.
4. Where applicable, ask Groundsman to provide tennis balls.
5. Decide on Tea requirements and, where applicable, inform the Club Caterers.
6. Prior to the day of the Event, check on cleanliness of pavilion, lavatories and availability of plates, cups, saucers and cutlery.
7. If applicable, liaise with Groundsman over parking arrangements so requisite gates are unlocked (Code 19220)
8. Ensure familiarity with the Emergency arrangements, First Aid boxes and Gate key (held in First Aid Box in Pavilion).
9. After the Event, ensure that the Club facilities are tidied up and left in condition for future users eg plates washed up and, where applicable, returned to the Clubhouse.
10. After the Event, enter any temporary member's name in the Visitors Book and ensure that appropriate fees are paid. (See above)