



A GUIDE TO STAGING KABADDI COMPETITIONS

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01 INTRODUCTION

Staging a sports events, regardless whether it is a major international competition or a minor club competition, needs planning and proper management.

The challenge for any kabaddi association would be to ensure that their event goes on without any major problems that would undermine their efforts.

Every host wants their tournament to be remembered as the best ever. But, it is not an easy task to achieve.

The cardinal rule to remember when staging an event would be 'Everything that can go wrong, can go wrong'. The unenviable task is thus to ensure proper planning and implementation to minimise these hiccups.

This is not a comprehensive event management guide but rather a practical resource to assist you in ensuring that your event be viewed as best it can be.

The success of any event is not ensured by merely following this or any other guide. It also takes plenty of hardwork, meticulous planning, teamwork and sometimes a little bit of luck.

The aim of this guide is to highlight key deliverable areas that an event organiser has to consider when staging a kabaddi event.

A kabaddi sports event is not only about players. There are also the coaches, trainers, sports federations, technical officials, government bodies, local authorities, print and electronic media, sponsors, volunteers, medical, promoters and the spectators.

It is the duty of the event manager to ensure that there is a proper symbiosis of the various needs, components and interested parties to deliver a great event.

02 BEFORE THE FIRST STEP

Before you make a decision to stage an event, there are many questions that you need to ask yourself and your team. Because, once you had decided to stage the event, there is no turning back.

PERSONAL COMMITMENT

- ✓ Are you and your team ready to commit the time and long hours needed to put the event together?
- ✓ Are you and your team ready to handle the stress stemming from the various deadlines and problems in staging the event?

If you are ready to put in your personal commitment to stage an event, than you need to answer more questions.

AIM AND OBJECTIVE

- ✓ What are the aims and objectives of the event?
- ✓ Why do you want to stage the event and is it necessary and is part of your organisations goals?
- ✓ What are the benefits to your players and organisation by staging the event?
- ✓ What are the negative repercussions to your players and organisation by staging the event?

RISK MANAGEMENT

- ✓ What are the financial needs of the tournament and can it be achieved?
- ✓ Do you have the support from sponsors, government bodies, and other partners in staging the event?
- ✓ Do you have the right support staff with experience in staging events?
- ✓ Do you have the facilities to conduct the event?
- ✓ Have you any assistance from previous events of similar nature?

✓ Can the event be better if organised at a later date?

It is important that these questions are answered truthfully to assess whether the event that you want to stage is not only necessary but also deliverable in all aspects including financially.

03 THE PLAN

A brilliant idea will not work without putting it to work. To make it work it needs to be shared with others. Mere discussion will not work. You will need to put your ideas into a written plan to make it work more effectively. You need to prepare a comprehensive business plan before staging an event. It needs to detail out the numerous areas that are needed to stage an event right from the bidding process (if any) to pre event duties, event implementation and post event.

Written documentation is important as it would act as a guidebook towards running a successful event and would also be a form of legacy to be used for future events.

There are various formats how an event plan could look like, but the template below would work just as fine as any other. The template outlines the various aspects of the plan that should be modified according to the needs of each specific event.

SECTION A - EXECUTIVE SUMMARY

The executive summary is basically an edited and concise overview of the event proposal. It should include basic description of the event including overall financial implications.

SECTION B - AIMS AND OBJECTIVES

List out the aims and objectives of staging the event and also the sporting and financial benefits of staging the event.

SECTION C - EVENT DETAILS

This section should outline the exact event details

- i. Competition format

List out the gender, age-group, weight category, knockout or league etc. Include estimation on the number of teams expected and the number of athletes involved.

ii. Dates

Confirmed dates for the entry of teams, closing dates, dates for the draw and competition days.

iii. Facilities

Venue for the competition, the number of courts being used, indoors or outdoors, type of court, lodging and number of rooming required etc.

SECTION D - MANAGEMENT STRUCTURE

This section should cover the management structure with concise definition of responsibilities.

It should also include partnership arrangements with other stakeholders including sponsors, government bodies etc.

SECTION E - APPENDIX

This section would include the detailed plans and documentation to stage the event and would among others include

- i. event guidelines
- ii. contracts
- iii. organizational chart
- iv. full budget
- v. marketing plan

04 THE ORGANISATION

The organising and the working committees are vital cogs in ensuring the smooth running of any event.

It is therefore important that each individual selected into these committees would be able to fully commit themselves and most of all are capable of delivering what is required of them.

The organising committee should not be too large. It should only consist of those with the desire to commit their time and energy towards the event as well as having the necessary expertise in managing events.

It is also pertinent to have representatives from government bodies and sponsors to be part of the organising committee. The idea is always to keep these stakeholders interested in the event you are organising.

The appointment of the organising committee and the working committee must be done as soon as the staging of the event is confirmed.

It is important that single individuals are appointed to be responsible for each specific area of operation. The same individual can head different areas of operations only if it does not put undue strain on his ability and performance.

These heads would be responsible in ensuring the smooth operation of the area specified within the budget agreed upon.

They should be appointed to the positions based on their expertise and experience and not just because of their position in the sports organization.

Picking leaders in sports event management set-ups based on their position in the association, more often than not only results in more problems.

It is important that those with responsibility for organising and running the event are clear on their respective responsibilities, understand the scope of their authority, and appreciate the importance of good communication with others both on items of mutual concern and on progress in their own area.

It is important that a detailed organisational chart is drawn up and a copy given to each member of the committee. A sample organisation chart could look like the chart below but should include an appendix outlining the detailed duties of each section.

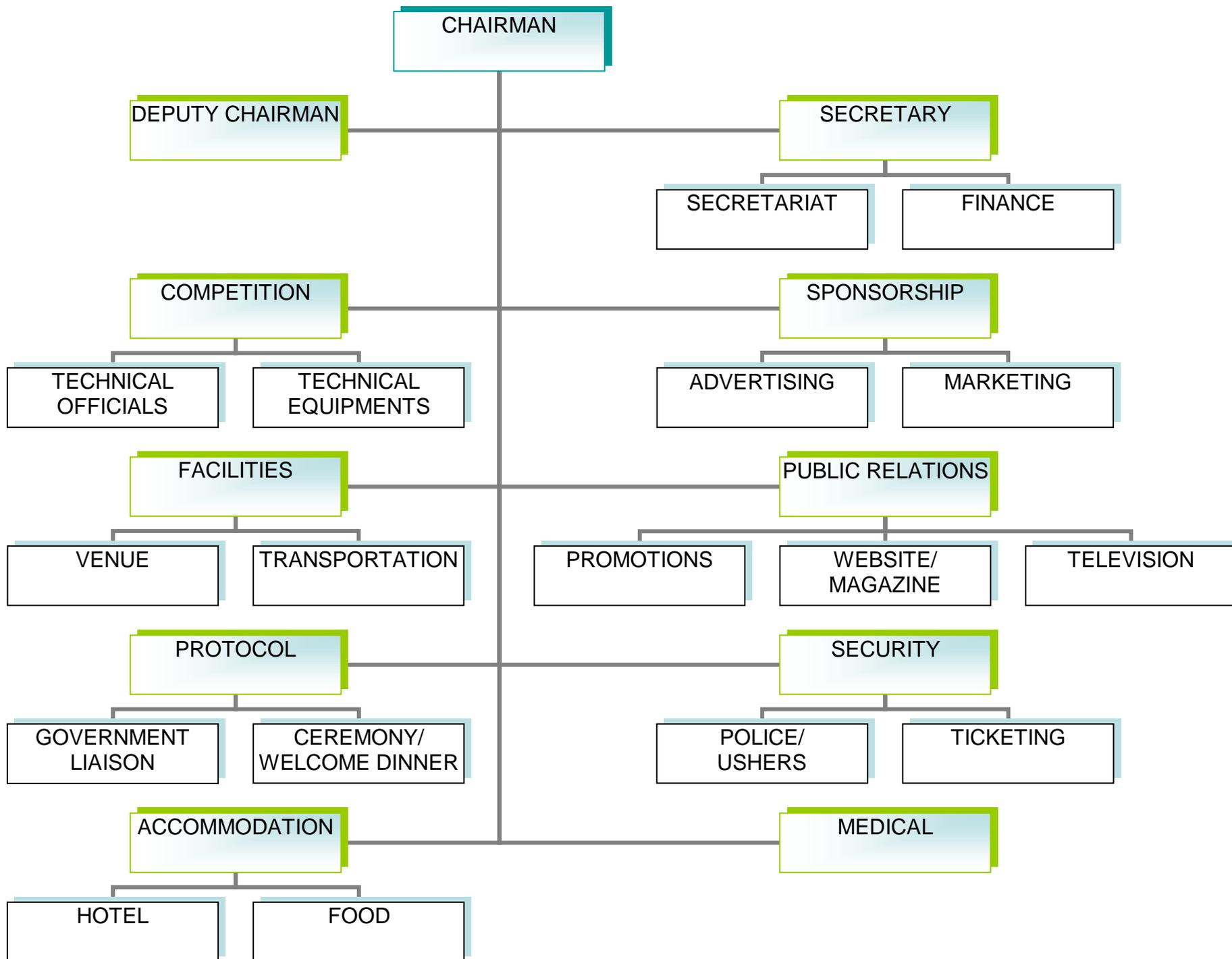
The initial meeting of all those included in the committee is important to be held without too much emphasis on details. The initial meeting should serve as an avenue to communicate the vision and mission of the event. It would also serve as perfect opportunity for all those concerned to meet each other and generate team spirit.

The event manual and other details should be distributed to the members for their consumption and also to prepare for the more detailed meetings later on.

Meetings with all those involved is important to ensure that everyone in the committee is aware of the overall progress of the event. However such regular meeting are often not necessary as there may be too much content irrelevant to the majority of those attending. Staggered meetings with different sections can be held to improve productivity.

It is more important for the overall event organiser to have a much more regular contact with each section head.

Regular minutes or work in progress notes can be prepared and distributed among the members to keep them updated on the overall progress of the event, leaving them to concentrate on delivering on their respective duties.



05 BUDGETING

Drawing up a detailed budget is important if you want to stage an event. The budget should include all projected cost and this can be used as a basis to sort out the financial needs in terms of sponsorship and grants needed.

Below is a list of expenditure that is needed to run an event. Please bear in mind that it can be expanded.

No	ITEM
	A. Lease, Levy, Fees
1	Sanction Fee
2	Prize Money
3	Licensing and other Government Fee
4	International Technical Delegate
5	Flights
6	Appearance fee/Technical Allowances
	B. Event Staffing
7	Tournament Director
8	Tournament Manager
9	Technical Delegate
10	Tournament Doctors
11	Medical Assistants and Physiotherapists
12	Technical Officials
13	Scoreboard assistants
14	Volunteers
15	Security
	C. Equipment
16	EVA Foam Mats and lining tapes

17	Temporary Stands
18	Chairs and Tables
19	Communication equipments
20	Decorations including A-Boards
21	Display Boards
22	Fencing and Barriers
23	IT Equipment
24	TV and Projectors
25	Marquees and Tents
26	PA System
27	Scoreboard and System
28	Signages and Banners
29	Staff Uniform
30	Generators
31	Full Stadium Facilities
	D. Presentation and Media
32	Advertisement
33	Marketing, Promotion and Public Relations
34	Announcers/Masters of Ceremony
35	Ceremonies
36	Entertainment
37	Photography and Video Recording
38	Press
39	Trophies and Medals
40	Protocol
41	Souvenirs
42	Theme/Logo
43	TV and Radio

44	VIPs
	E. Welcome or Farewell Dinner
45	Dinner Cost
46	Entertainment
47	Decoration
48	Door Gift
	F. Support Services
49	Catering
50	Hotels/Accommodation
51	Police
52	Secretarial
53	Shuttle Service
54	Telephone/Fax/Internet
	G. Administration/Finance/Document
55	General Printing
56	ID
57	Event Handbook
58	Souvenir Magazine
59	Insurance
60	Legal Fees
61	Reports
62	Drug Testing
	H. Others
63	Launch and Press Conferences
64	Auditing and Accounting Fees

06 THE CHECKLISTS

A good way to keep track of what work needs to be done in various aspects of an event is to come up with a checklist. Below is a sample of a checklist that covers most of what is required in running an event.

Ref	Timeline	Task
SALES & MARKETING		
1		Finalise the sponsorship proposals for different tiers
2		Finalise the welcome or farewell dinner proposal
3		Finalise the approach for the sponsorship selling
4		Outsource some categories to the selected marketing partners if the strategy is practical
5		To include special branding in the sponsorship proposals (giant tv, backdrop etc)
6		Finalise product barter list needed for the Event
7		Prepare an Operation Guideline for sponsor's booth set up and dismantle
8		Make sure the invitations to the Event functions are delivered to sponsors on timely manner
9		Make sure the Event tickets and VIP passes are delivered to sponsors on timely manner
10		Finalise the parking passes and delivery passes for each sponsor
11		Confirm if any sponsor's activity needs to be attended by Players
12		Finalise and inform sponsors the on-site booth set up dates and times
13		Finalise venue signage positions

14	Finalise the delivery schedule and details of sponsors' products
15	Make sure the Event photographers take enough good photos for the sponsors and for the Post Event Report
16	Obtain sponsors' logos (high resolution quality)
17	Prepare Sponsor Checklist for the operation meeting with sponsors
18	Meet with potential companies for sponsorship
19	Provide great service to sponsors
20	Start operation meetings with sponsors
21	Finalise and approve sponsor's promotion and activation plan
22	Finalise if there is any up-sell package to propose to sponsors
23	Make sure each sponsor's entitled benefits are delivered in a quality and professional manner
24	Confirm the appointed person to serve each sponsor
25	Update the Event progress to sponsors on regular basis
26	Arrange site visit with the sponsors
27	Make sure each sponsor reviews and approves its logo appearance on the Event promotional materials
28	Follow up with sponsors on their attendance of the Event functions (if necessary)
29	Encourage sponsors to do more Event related promotions and activities to help promoting the Event via their channels
30	Make sure the basic requests for sponsors at the venue are met such as electricity, water, cooperation, etc.

TICKETING	
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1	Finalise the person in charge of ticketing
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2	Finalise the ticket agents
3	Finalise the ticket categories and prices
4	Finalise the ticket booking form
5	Finalise the dinner benefits and prices
6	Finalise the dinner proposal
7	Finalise the dinner table purchase form
8	Finalise the 'early bird' discount and other special discount
9	Finalise the refund policy and printed on the back of tickets
10	Confirm the ticket hotline number
11	Finalise the ticket promotional campaign
12	Finalise ticket sales channels and outlets
13	Finalise money collection and ticket issuing process
14	Finalise the rain contingency plan for ticket sales
15	Finalise online ticket sales system with ticket agents
16	Finalise the details with credit card companies for ticket sales To launch ticket sales via various channels (i.e., website, ticket agents, outlets, etc.)
17	
18	Work with Official Hotel on the ticket promotional campaign
19	Confirm ticket design
20	Finalise the domestic and international travel packages to tie in with ticket sales
21	Provide training sessions for the ticket sales team and ticket agents
22	Finalise the voucher system to focus on the high attendance via Event and sponsor's related promotions

23	Finalise the sponsors' ticket promotional campaigns
24	Complete ticket production
25	Confirm on-site ticket sales logistics (i.e., equipment, set up, manpower, security, barriers, etc.)
26	Finalise the location for the ticket booth on site
27	Finalise voucher redemption system on site
28	Finalise the set up details for on site ticket sales
29	Finalise the on-site ticket collection procedures
30	Finalise the schedule for on-site ticket sales (sales starts before gates open)
31	Finalise the security arrangement for the ticket sales on site
32	Contingency plan if tickets are not selling well
33	Manage the complimentary tickets
34	Finalise the on-site ticket selling schedule
35	Update the complimentary tickets and ticket vouchers (report) on weekly basis
36	Update ticket sales report on weekly basis during the pre-Event period and daily basis during the Event
37	Update ticket sales team and agents about the Event regularly (i.e., start confirmed, schedule, etc.)
DINNER	
1	Finalise the corporate box location plan
2	Finalise the corporate box seating plan
3	Confirm the location for VIP Lounge and VIP dining area
4	Confirm a good contractor for the VIP Lounge and VIP dining area

	set up
5	Finalise the set up of furniture for corporate boxes
6	Finalise the floor plan and layout of VIP Lounge and VIP dinning area
7	Confirm sufficient electrical supply for the VIP Lounge and VIP dinning area
8	Confirm the number of places require close circuit at VIP Lounge and VIP dinning area
9	Confirm the number of TV sets and stands for live TV located at VIP Lounge and VIP dining area
10	Confirm the lighting facility is sufficient, especially at night
11	Confirm the requirement for flowers and plants
12	Finalise the set up of furniture for VIP Lounge and VIP dinning area
13	Finalise the set up of furniture for corporate boxes
14	Finalise and produce the 'Helpful Hints' to corporate box attendees
15	Prepare corporate box badges and 'Helpful Hints' package for the collection
16	Confirm cleaning service to be provided
17	Finalise and produce the menus to corporate box members
18	Finalise the seating locations for players and officials
19	Finalise the seating locations for senior government officials
20	Finalise the seating locations for promoter's guests
21	Finalise the layout for the corporate box name plaques before going production
22	Finalise the corporate box location plan and provide to ushers

23	Arrange and confirm if sponsors would like to have a private hospitality area for their guests
24	Update corporate box members List
25	Confirm the design of the box plaque layout
26	Update the allocation of sponsor's box
TELEVISION	
1	Finalise the person in charge of television
2	Confirm the Host Broadcaster for the Event
3	Finalise the number of promo spots with the television stations
4	Complete the production of Event promo and ticket sales promo and ready to be aired from mid September
5	Obtain advertising package from Host Broadcaster
6	Hire a professional and experienced TV Producer for the TV production
7	Finalise the detail equipment list for the TV production
8	Confirm the commentary booth location
9	Confirm the interview studio location
10	Confirm camera positions and number of cameras are used
11	Arrange site visits and operation meetings with Host Broadcaster and TV Producer
12	Confirm the broadcast schedule (live, delayed live, taped and re-round)
13	Promote the Event via various TV channels (i.e., sports channel, business channel, travel channel, etc.)
14	Finalise the Television Compound location (i.e., OB vans, production studio, etc.)

15	Make sure the electricity is sufficient and also has back-up power vans or generators to stand by
16	Confirm special or additional cameras to be set up to enhance the quality of broadcast (i.e., crane, etc.)
17	Confirm the placement of microwave link at the venue (if necessary)
18	Follow rules & regulations for the TV broadcast requirement
19	Finalise the broadcast promo from the broadcasters
20	Finalise the set up details and timeline
21	Finalise the hotel arrangement for the overseas broadcasters and TV crew
22	Finalise the F&B arrangement for the TV production
23	Confirm the local commentators for the Event
24	Confirm the overseas commentators for the Event
25	Confirm the areas on site need to have live TV and number of TVs
26	Confirm the computer statistics
27	Finalise the TV graphics
28	Finalise the on screen graphics featuring sponsors' logos during the broadcast of the Event
29	Coordinate with overseas TV networks to ensure the operation and distribution are working properly
30	Provide the confirmed players' name list to all broadcasters
31	Inform the confirmed overseas broadcasters the contact person for their satellite arrangement
32	Confirm if the Host Broadcast wants to interview the star players (in order to make arrangement)
33	Make sure the sponsors' logos are superimposed on screen graphics

34	Camera crew rehearsal on site
35	Cabling set up
36	Provide close circuit and transmission for live TVs around the Event (i.e., offices, TV walls, sponsors' booths, etc.)
37	Produce Event highlights for the television networks which only broadcast the highlights
38	Produce 5 mins of news segment per day for the news channels throughout the Event (for every day news coverage)
39	Obtain final report for the TV distribution
40	Inform the Host Broadcast the arrival schedule of players
41	Reserve some Event shirts/souvenirs for the television broadcasters
42	Make sure with Host Broadcaster the satellite bookings are confirmed
43	Make sure the commercial placement on Host Broadcaster is on schedule
44	Re-confirm the broadcast schedule with all television stations
45	Selling and distributing the TV right to television networks in different countries and regions
46	Coordinate with the venue and TV production team
47	Confirm with Event sponsors on the TV package
ADVERTISING	
1	Finalise the person in charge of advertising
2	Finalise the advertising plan to heavily advertise the Event locally and regionally (2-3 month period)
3	Obtain the sponsors' logos for Event related advertising
4	Finalise the theme and creative for the Event advertisement

5		Finalise local and int'l media partners (i.e., TVs, newspapers, magazines, radios, outdoor billboards, subway, light boxes, etc.)
6		Finalise the support and cooperation with government for the flagline advertising on major roads and others
7		Finalise the ad placement with media partners
8		Finalise the cooperation with airport authority or airport advertising agency on advertising locations
9		Finalise the possible adverting opportunities with other provinces
10		Finalise the TV promos for the Event
11		Finalise the TV promo placement plan
PUBLIC RELATIONS		
1		Finalise the person in charge of PR
2		Finalise PR plan to heavily promote the Event (3 month period)
3		Confirm writers for writing news releases and feature stories
4		Finalise the distribution channels for news releases (i.e., PR firm, news agency, etc.)
5		Maintain good relationship with key local and international media (on going basis)
6		Finalise the monitoring service for media exposure
7		To obtain (purchase) the photos needed for the news releases and feature stories
8		Finalise the media accreditation form and post it on website
9		Finalise the staging of player arrival press conferences and PR related activities (i.e., media interviews, draw ceremony, etc.)
10		Confirm if there is any souvenir to media before and during the Event

11	Invite overseas key media to the Event
12	To get quotes from senior government officials and confirmed participating players
13	Finalise the PR crisis management
14	To tie in with sponsors' campaigns if necessary
15	Finalise the operations of Media Center and Interview Room
16	Finalise the equipment needed for the Media Center and Interview Room
17	Finalise the set up details and layouts for the Media Center and Interview Room
18	Finalise the set up details of a private working area for ATP communication staff
19	Finalise PR activities during the Event period
20	Invite local media to the Event
21	Finalise the rundown of PR functions during the Event period
22	Finalise the management of on-site and off-site PR functions
23	Finalise the F&B arrangement for media on site
24	Finalise the daily routine procedure at media center on site
25	Confirm the interpreters for the post match interviews
26	Finalise the match announcers on center court
27	Finalise the procedure of on site information retrieved and dispatched
28	Provide orientation and training for the volunteers working at the Media Center
29	Finalise the procedure of distributing the media accreditation passes before the Event and on site

30	Confirm the MCs for the PR functions
31	Finalise the security arrangement for the Media Center and Interview Room, also escorting the players
32	Confirm if any sponsor's product needs to be appeared on the interview table
33	Coordinate post match interviews between players and press after matches
34	Prepare daily news release, match results and photographs and distribute to worldwide media during the Event period

EVENT WEBSITE

1	Finalise the person in charge of Event website
2	Register and purchase the proper domain name for Event website
3	Confirm a website designer or design company (to design and maintain the site throughout the year)
4	Confirm website hosting
5	Prepare the contents for the website designer which include wordings, photos and logos
6	Finalise the site map
7	Confirm the layout of homepage
8	To launch the Event website
9	Finalise the online promotions
10	Finalise the online advertising strategy
11	Develop the live scoring system (or interface the live scoring system)
12	Finalise the online activities at the venue such as online chat sessions, online games, etc.

13		Update website information on regular basis throughout the Event
PRINTED MATERIALS		
1		Finalise the person in charge of printed materials
2		Design and finalise the Event logo
3		Finalise the printed material varieties (posters, flyers, newsletters, souvenir programs, tickets, badges, stationery, etc.)
4		Finalise the timeline for the production of Event printed materials
5		Finalise a good design company
6		Finalise a good printing company
7		Finalise the theme and creative for the printed materials
8		Finalise the design of the Event poster
9		Finalise the distribution channels and outlets for the posters and other printed materials
10		Finalise the design of other printed materials
11		Make sure the event and sponsors logos are used correctly
12		Finalise the process of distributing and delivery the Event printed materials
13		Prepare and complete the contents for the Event Souvenir Program
14		Obtain corporate messages from government, sports association, promoters, sponsors, etc.
15		Complete the design of the Event Souvenir Program
16		Complete the collection of all sponsors' advertisements for the Event Souvenir Program
17		Obtain sponsors' names and logos for the acknowledgement pages of the Event Souvenir Program

18		Review all the sponsors' advertisements for the Event Souvenir Program production
19		Finalise the pagination of the Event Souvenir Program
20		Complete the production of Event Souvenir Program and deliver to the venue
21		Review color proofs of different printed materials
22		Obtain images of star players from professional photographers or agencies
PROMOTIONS		
1		Finalise the person in charge of promotions
2		Finalise the promotional plan to aggressively promote the Event locally and regionally (2-3 month period)
3		To tie in with the ticket sales
4		To tie in with sponsors' campaigns if necessary
5		To tie in with database collection if possible (to get the target audience for next year)
6		To tie in with various media channels (i.e., TV stations, radio stations, websites, print media, etc.)
7		Finalise the various prizes for promotions
8		To involve the sports communities, expatriate communities, schools, associations, etc.
9		To involve the private entities (i.e., clubs, health clubs, sports club, hotels, apartments, restaurants, etc.)
10		To monitor the promotional campaign once the campaign is launched
GOVERNING BODIES		
1		Obtain variations of governing bodies logos

2	Send all administration checklist
3	Prepare general matches schedule
4	Prepare general program including schedule of play & different ceremonies
5	Submit schedule of play
6	Submit Event logo and website address
7	Prepare and submit tournament fact sheet with all details (i.e., hotels, tel no., etc.)
8	Coordinate officials with governing bodies
9	Send medical questionnaire
10	Submit the insurance policy for the Event
11	Request from the governing body the preliminary entry for players
12	Request final acceptance list
13	Assign a nice with well-decorated office for the governing body staff
14	Obtain corporate message for the Event Souvenir Program
15	Obtain advertisements for the Event Souvenir Program
16	Assign volunteers to obtain and deliver the match results to different locations upon the completion of each match
17	Confirm with governing body on arrival of Technical Delegate
18	Confirm draw sheets and scorecards
19	To inform if anti-doping is taking place in the tournament
20	To comply all the anti-doping rules including the set up, manpower and procedures
21	Set up the Office including tables, chairs, TV set, phone and fax lines, internet access, photocopier, etc.

22		Draft airport pick-up schedule
23		Submit the tournament reports after the Event
GOVERNMENT		
1		Advertise the Event in the city (i.e., banners, flaglines, posters, pamphlets, etc.)
2		Confirm the visa arrangement and procedure for players and guests
3		Work with the government to promote the Event via government's channels and sources
4		Start coordinating with the senior government officials to attend various Event functions
5		Coordinate with the government on custom clearance (if necessary)
6		Obtain all relevant licenses as required by government (if necessary)
7		Arrange if there is special visit by the players to government house (or meet with senior government officials)
8		Obtain the message from the government for the Event Souvenir Program
9		Coordinate transportation with police escort (if necessary)
10		Coordinate security for the appearance of senior government officials (if necessary)
POLICE & SECURITY		
1		Finalise the person in charge of security and coordination with police force
2		Confirm a professional security company
3		Finalise the security plan for crowd control
4		Finalise the security plan for players

5	Finalise the security plan for VIP areas
6	Finalise the security plan for tournament site
7	Finalise the cooperation plan with police
8	Finalise the security check points at venue
9	Confirm security manpower allocation plan
10	Finalise the responsibility with Police Supervisor (i.e., traffic control, police escort for players, etc.)
11	Finalise the job details with the Head of Security
12	Finalise the job details with the Head of Bodyguards
13	Finalise the F&B arrangement for security and police force
14	Finalise the traffic control plan for the duration of the Event
15	Security check points equipment set up and ready for the Event
16	Finalise the bodyguards for players (need to be bilingual)
17	Finalise security contingency plan
18	Provide fire brigade and ambulance service when needed for the Event
19	Confirm all security guards should dress clean and tidy uniform during the Event period
20	Finalise the working schedule with security
21	Finalise the working schedule with police force
22	Final venue inspection
23	All security guards should follow the rules and instructions set by the Promoters during the Event
24	Police need to stand by on site during the Event

VENUE

1	Finalise the person in charge of venue operations
2	Finalise the court supplier
3	Obtain floor plans of the venue including stadium, rooms and facilities
4	Finalise seating capacity (center court, side courts and VIP/corporate box seats)
5	Finalise the corporate box allocation plan and quantity
6	Confirm the venue rental period including set-up and dismantle period
7	Finalise the tent supplier
8	Finalise the operation contact point of the venue
9	Secure good contractors for venue decoration
10	Finalise the court set up details with supplier (i.e., shipping, custom clearance, local transportation, storage, manpower, etc.)
11	Finalise hiring of provisional facilities (i.e., marquees, tents, mobile toilets, etc.)
12	Finalise sponsor booth floor plan
13	Finalise VIP hospitality floor plan (i.e., VIP Lounge, corporate marquees, etc.)
14	Finalise player access area floor plans (i.e., player lounge, locker room, court services, dining facility, etc.)
15	Finalise Entertainment Village floor plan
16	Finalise catering facilities (i.e., kitchen, cooking equipment, etc.)
17	Finalise media center & interview room floor plan
18	Confirm lighting on all match courts are at standard

19	Finalise the off-court lighting facility is adequate
20	Confirm adequate electricity supply for the entire venue
21	Confirm adequate water supply for the entire venue
22	Finalise hiring of provisional seating/grandstands
23	Finalise A/V supplier and controller
24	Finalise the LED (giant video wall) for Entertainment Village
25	Confirm adequate and suitable furniture for the entire venue
26	Confirm on court furniture for all courts (i.e., chair, table, coolers, etc.)
27	Finalise on court electronic equipment (i.e., scoreboards, timers, etc.)
28	Finalise ticket access control system (i.e., turnstiles, scan system, etc.) or use manpower to check tickets
29	Inspect all air conditioning systems around the venue and make sure they are working well
30	Finalise spectator traffic flow plan (entrances and exits allocation)
31	Finalise player traffic flow plan (entrance and exits allocation)
32	Finalise VIP traffic flow plan (i.e., sponsors' VIPs, government VIPs, etc.)
33	Finalise the installation of credit card lines and machines on site
34	Finalise the set up and decoration details of VIP Lounge
35	Finalise office equipment suppliers (i.e., telephone sets, fax machines, copiers, printers, computers, etc.)
36	Finalise the equipment list for all facilities and rooms on site
37	Confirm flowers and plants supply

38	Confirm all court equipment (court, lining etc.)
39	Finalise the locations of player facilities (i.e., Player Lounge, Player Locker Room, Player Dining Room, Court Services, etc.)
40	Finalise rooms & offices allocation (i.e., Tournament Office, Treatment Room, Media Center, etc.)
41	Prepare basic anti-doping facility (in case requested)
42	Finalise the furniture for all function rooms (i.e., tables, chairs, sofa, carpet, cabbage bins, bulletin boards etc.)
43	Finalise the TV allocation plan on site (together with the TV stands)
44	Confirm the first aid and ambulance allocation
45	Confirm the placement of barriers at the venue to enforce the security
46	Confirm sound system requirement for stadium and side courts
47	Confirm set up of microphone on match courts
48	Confirm all court supplies are ready: trash bins, mop, brooms, etc.
49	Finalise the number of backdrops and layouts which featuring sponsors' logos before going production
50	Hire power vans/generators to ensure sufficient power supply if necessary
51	Confirm hiring of patio tables and chairs for outdoor area if necessary
52	Finalise the number of extension cords needed on site
53	Ensure enough storage space
54	Complete the set up of communication facilities (i.e., broadband, tel lines, cable outlets, internet wireless service, etc.)
55	Manage the maintenance of courts during the Event period

56	Complete all courts clean up, set up and ready for the Event
57	Complete all player's facilities clean up, set up and ready for the Event
58	Complete sponsor and public areas clean up, set up and ready for the Event
59	Complete all function rooms clean up, set up and ready for the Event
60	Complete all VIP and player facilities clean up, set up and ready for the Event
61	Complete all media facilities clean up, set up and ready for the Event (including on court media seats, photographer area, etc.)
62	Complete all TV broadcaster area set up (i.e., camera positions, commentary booths, studios, offices, etc.)
63	Complete on site ticketing office set up and ready for the Event
64	All the arrangement must be ready at least 1 days before the Event

SIGNAGE

1	Finalise the person in charge of signage production
2	Confirm the signage contractor (high quality production and execution team & can make tight deadline)
3	Finalise the signage allocation map (stadium and side courts)
4	Finalise the areas need to place directional signage with quantity and style
5	Confirm the background colors for the sponsor's advertising signage
6	Finalise the pantone colors for A-Boards
7	Confirm the layout and location of Schedule of Play board
8	Confirm the layout and location of Draw Boards
9	Confirm the design and layout of all directional signage

10	Finalise directional signage placement around the venue
11	Confirm locations and layouts of all advertising signage
12	Team names to be given to contractor for production
13	All signage set up should be completed 2 days before the commencement of the Event
14	Contractor should make sure all signage are clean and at right positions 1 hour before the match starts on every Event day
ENTERTAINMENT VILLAGE & FESTIVAL AREA	
1	Finalise the person in charge of Entertainment Village and Festival Area
2	Finalise a good contractor for the Entertainment Village (also can refer to sponsors if they need the service)
3	Design the floor plan and layout of booths and stands
4	Finalise the location and size of the booths
5	Prepare an Operation Guideline for sponsor's booth set up and dismantle
6	Confirm the requirement for flowers and plants
7	Confirm requirement for cleaning services (especially F&B and dining areas)
8	Confirm with sponsors on the specification of electricity that required for the booths
9	Confirm the number of places require close circuit
10	Confirm the giant screen or LED set up at the Entertainment Village for live TV
11	Prepare enough manpower and training for the booths operated by Promoters
12	Confirm sufficient lighting is provided at night for the

		Entertainment Village (check beforehand)
13		Confirm booth set up, dismantle and operation details with sponsors
14		Finalise the delivery and parking arrangement for the booth operators
15		Conduct final site inspection once all the set-up are completed
AUDIO		
1		Finalise the person in charge of audio and sound systems for the Event
2		Assign a room or space for the audio panel
3		Provide high quality and professional sound systems for the Entertainment Village (have enough speakers)
4		Set up the audio system for each match court
5		Ensure enough speakers at court
6		Provide microphone with on/off switch at the scorers chair of each match court
7		Provide at least 1 wireless microphones at center court
8		Provide speakers at the side court (face outside)
9		Provide enough cables for all the speakers
10		Prepare pop music CDs to play during the break of each match
11		Prepare pop music CDs and play at Entertainment Village
12		Set up of audio and sound systems should be completed 1 day before the Event
13		At least 1-2 technicians should be stand by on site and check equipment on daily basis
14		All sound systems should be checked every day before the 1st match starts

15		Audio controllers should attend all the rehearsals for various Event functions on site
LED / VIDEOWALL		
1		Finalise the person in charge of LED/videowall
2		Confirm the location of LED/videowall at the Entertainment Village
3		Ensure the LED/videowall will not have light reflection
4		Ensure the live signal is connected to the LED/videowall
5		Connect the LED/videowall together with sound system with separate switcher
6		Set up of LED/videowall should be completed 1 day before the Event
7		At least one technician should be stand by on site during the Event period
8		The LED/videowall should be checked every day before the 1st match starts
ELECTRICITY & LIGHTING		
1		Finalise the person in charge of electricity and lighting
2		To check and set up lighting facility for courts according to requirement and guideline
3		To check the electricity system for all courts
4		To check the lighting facility and electrical outlets for offices on site
5		Ensure the electrical power is sufficient for all tennis courts, TV production, Entertainment Village, etc.
6		Confirm the electricity supply is sufficient to all the sponsors' booths
7		Confirm the electricity supply is sufficient to all function rooms and offices

8		Confirm the electricity supply is sufficient to the TV production and OB vans
9		Confirm if electricity cost of sponsor's booth area should be charged to sponsors
10		To arrange back-up power vans or generators if necessary
11		At least one technician should be stand by on site during the Event period
12		All lighting on courts should be set up and checked before the Event
ELECTRONIC DISPLAY		
1		Finalise the person in charge of electronic display
2		Finalise what electronic displays need to be imported (i.e., scoreboards, serve speed systems, timers, etc.)
3		Finalise the overall cost for either purchase or rental of electronic displays
4		Finalise the shipping details
5		Confirm the sponsor's branding on various electronic displays
6		Finalise the design of sponsor's branding
7		Prepare the documents needed for the imported products
8		Finalise the detail arrangement for the on-site technicians (i.e., air ticket, hotel, allowance, etc.)
9		Local people operating the systems should be recruited from the volunteers
10		Arrange the supply of electricity to the locations of electronic displays
11		Make sure the placement of the electronic displays are visible for television broadcast
CLEANING		

1	Finalise the person in charge of cleaning service
2	Finalise the cleaning service company for the venue (on court, off court and Entertainment Village) during the Event period
3	Finalise the job areas and details
4	Finalise the cleaning equipment list if necessary (i.e., large garbage bins, large garbage bags, etc.)
5	Finalise the cleaning schedule for pre-Event, during the Event and after the Event
6	Confirm the garbage disposable arrangement
7	Confirm the manpower involved in the cleaning service for accreditation and security purposes
8	Confirm the cleaning staff are wearing the uniform (easily to be recognized)
9	Ensure the venue are clean and tidy before the commencement of the Event
10	All function rooms should be cleaned from time to time on daily basis
11	Spectator seats at all courts should be cleaned after the conclusion of each Event day
12	All courts should be cleaned every morning before the 1st match starts
13	Ensure the venue are clean and tidy after the conclusion of each Event day
14	To keep the washrooms dry and clean at the venue
15	Confirm the cleaning team is stand by on site
LAUNDRY	
1	Finalise the person in charge of laundry service

2		Confirm the laundry service (could work with the Official Hotel if price is acceptable)
3		Confirm the laundry service for player and officials (try to work with the Official Hotel if price is acceptable)
4		Finalise the laundry prices and try to get special rates for the tournament
5		Finalize the daily pick-up and returned schedule during the Event period for the laundry service
6		Confirm other services can be provided to the players and guests and the rates (i.e., dry clean, ironing, etc.)
APPAREL		
1		Finalise the person in charge of apparel for the Event
2		Confirm the apparel sponsor for the tournament (Official Apparel)
3		Confirm style, color, quantity, size and delivery details for the Event apparel (i.e., officials, volunteers, ushers, etc.)
4		Provide apparel manufacturer with the Event logo for production
5		Approve the samples before going on production
6		Confirm if the apparel company would like to produce special shirts/souvenirs for sale
7		Confirm if the apparel company would like to produce special shirts/souvenirs for the players and guests
8		Finalise the storage arrangement for the Event apparel
9		Finalise the distribution plan for various parties
WALKIE TALKIES		
1		Finalise the person in charge of walkie talkies
2		Confirm the walkie talkie supplier

3		Finalise the quantity needed for various parties during the Event period
4		Confirm the delivery arrangement
5		Confirm at least one radio technician will stand by on site during the Event period
6		Confirm the instruction is provided and staff in charge of the radio system fully understand how to operate
7		Finalise the channels for different parties
8		Make sure the testing session is taken place on site before the Event
9		Put name on each walkie talkie
10		Prepare a list of people who require to use walkie talkies during the Event period
11		Fully charge the battery on daily basis
PLANTS & FLOWERS		
1		Finalize the person in charge of landscaping
2		Confirm a landscaping company
3		Finalize the areas require plants and flowers (both on-court and off-court areas)
4		Finalize the types and quantity of plants and flowers
5		Plants and flowers are delivered and set up at the designated areas
6		Provide maintenance of plants and flowers on site during the Event period
COOLER BOX & ICE		
1		Finalise the person in charge of cooler boxes and ice for the Event
2		Confirm the cooler sponsor (or if any existing sponsor would like to

3	have additional branding opportunity
4	Finalise the areas needed to have coolers, quantity and allocation plan (on court and off court)
5	Finalise the areas on site needed to have ice throughout the Event period
6	Confirm style, quantity, size and deliver details for the coolers
7	Secure cooler boxes and fridges for the ice storage
8	Confirm the ice supplier for the Event
9	Finalise the ice quantity needed daily throughout the Event period
10	Finalise the ice delivery schedule daily throughout the Event period (i.e., replenish ice and drinks, etc.)
11	Designate a team to take care of cooler operation during the Event period
12	Finalise the ice distribution and working process at the venue Make sure the placement of coolers are visible for television broadcast on center court
MEDICAL	
1	Finalise the person in charge of medical services of the Event
2	Conclude the deal with a hospital for the tournament doctors, physiotherapists and medical service for public
3	Finalise the number of medical personnel throughout the Event period
4	Confirm the tournament doctors (English speaking)
5	Confirm the tournament physiotherapists (English speaking)
6	Submit the tournament doctors' CVs for approval
7	Submit the tournament physiotherapists' CVs for approval
8	Finalise the room location for the player treatment center

9		Finalise the location for the first aid and ambulance stations
10		Finalise the medical emergency arrangement for the Event
11		Finalise the first aid team for the public during the Event period
12		Confirm the ambulance to be stand by at the tournament site
13		Finalise the medical equipment set up details (i.e., massage tables, massage oil, paper towels, towels, coolers, etc.)
14		Finalise ice supply for the medical team
15		Arrange a site visit with the medical team (if necessary)
16		Provide daily schedule of the medical team (ready 1 hour before 1st match starts until last match finishes of each Event day)
17		Confirm if there is any extra medical service to be provided by the medical team
18		Finalise the F&B arrangement for the medical team
INSURANCE		
1		Finalise the person in charge of insurance for the Event
2		Obtain general public liability insurance
3		Make sure the tournament insurance policy covers for players, venue, promoters, staff, sponsors and public, property liability, etc.
4		Insurance policy form to be submitted for approval
CUSTOM CLEARANCE		
1		Finalise the person in charge of custom clearance for the Event
2		Secure government support for custom clearance if possible and if necessary
3		Hire a custom clearance company to handle the clearance for the Event imported items

4		Prepare the documents needed for the custom clearance
5		Finalise the clearance details for tennis court carpets
6		Finalise the clearance details for electronic display system and equipment
7		Finalise the clearance details for other items if needed (i.e., apparel, court etc.)
STORAGE		
1		Assign rooms and spaces for on-site storage
2		Assign one person to be in charge of storage
3		Finalise the daily storage/stock monitoring system during the Event
4		All storage rooms and spaces need to be cleaned up and ready for the Event
5		The keys to the storage rooms should be kept by the designated staff
ACCREDITATION		
1		Finalise the person in charge of accreditation
2		Finalise the accreditation system
3		Finalise the areas which require passes
4		Finalise the types of passes and production quantity
5		Finalise different accreditation application forms (media, staff, sponsors, guests, etc.)
6		Finalise the software and equipment used for accreditation production
7		Finalise the types of materials for accreditation production and access control system
8		Finalise the rules and regulations of using the accreditation

9	Distribute the accreditation application forms to related parties
10	Prepare the collection form to confirm the receipt of passes
11	Finalise the design and layout for different passes
12	Finalise the design and layout for the pouch and strip
13	Confirm the location of on-site accreditation office
14	Finalise the on-site accreditation procedure and production
15	Finalise the on-site accreditation equipment set up details
16	Obtain name lists and photos from various parties (i.e., volunteers, media, staff, players, officials, VIPs, TV crew, etc.)
17	Produce the accreditation access signs in different entrances of the venue
18	Complete the pre-event accreditation production
19	Complete the pre-event accreditation collection
20	Prepare samples of passes for on-site workers for easy reference (security, gatekeepers, ushers)
21	Players' passes should be ready upon players' arrivals
22	If people make accreditation ID on site, some forms of IDs should be presented for security purpose
23	Each pass must be approved by designated staff

TRANSPORTATION

1	Finalise the person in charge of transportation and parking
2	Finalise the airline sponsor for air tickets players, guests and overseas staff (Official Airlines)
3	Finalise with the airline regarding the excess luggage
4	Conclude the arrangement with the airport authority on promoting and

	advertising the Event in the airport proximity
5	Finalise an overall transportation plan and schedule
6	Finalise the scheduled transportation for players, officials and staff that ensures players arrive on-site at least " on the hour"
7	Confirm the courtesy car sponsor (Official Automobile) for the Event
8	Confirm the shuttle bus company
9	Finalise the types of courtesy cars for the players and guests
10	Finalise the types of shuttle buses for the players (capacity, etc.)
11	Finalise the number of event courtesy cars needed
12	Finalise the number of player shuttle buses needed
13	Confirm the shuttle bus transportation service for volunteer and staff
14	Confirm the shuttle bus transportation service for general public if necessary
15	Finalise if government can help to provide public transportation service to spectators
16	Confirm available parking areas around the venue
17	Confirm available parking areas at the Official Hotel
18	Finalise the parking plan for guests and public (capacity, for different types of vehicles, distance, etc.)
19	Finalise the design and types of parking passes
20	Distribute the parking passes to related parties
21	Confirm player shuttle bus schedule between Official Hotel and tournament site
22	Select quality drivers (bilingual) and provide orientation
23	Ensure the drivers dress clean, tidy and with designated uniform

during the Event period

24 Complete the production of parking passes
Finalise the communication and coordination channel for the

25 transportation service during the Event
Finalise the places and set up for the Transportation

26 Desk/Hospitality Desk at airport, tournament site and Official Hotel
Finalise the set up of taxi station on site for the convenience of

27 spectators

28 Finalise the airport pick-up arrangement for the players
Confirm and designate the best cars and drivers to the star players,

29 VIPs
Finalise the arrangement with car operator (i.e., mobile phones,
uniform, food and drinks, toll fee, gas fee, parking, car wash,
30 etc.)
Finalise the details with airport authority for player airport pick-
31 up (entry permit)

32 Finalise the police escort arrangement (use it when it is necessary)
Confirm if to provide transportation for some sightseeing for
33 players (optional)
Ground transportation should be provided from Friday (one day before
34 qualifying round) till Monday after the Event
Confirm airport pick-up schedule for star players, guests, officials
35 and VIPs
Put the Event logo and name on the Official Cars for easy
36 recognition
Put the Event logo and poster on the shuttle buses for easy
37 recognition
Obtain contact details of all the drivers for easy coordination
38 (name, mobile phone number and home phone number)

39		Coordinate with the players' departure schedule
40		Post the shuttle bus schedule prominently at hotel and tournament site
41		Organize the daily pick-up schedule with the drivers
HOTEL ACCOMMODATION		
1		Finalise the person in charge of hotel accommodation
2		Arrange an operation meeting with Official Hotel
3		Follow the hotel accommodation rules set (one day before and one day after the event)
4		Finalize the estimated number of room nights needed for the Event in order to reserve by the hotel
5		Confirm if there is any Event functions to be hosted in the Official Hotel (to book the rooms in advance)
6		Finalise the arrangement with the hotel for Event functions (i.e., F&B, snacks, equipment, live band, etc.)
7		Complimentary breakfast to be provided by the hotel
8		Finalise the hotel booking form with the tournament rate
9		Confirm the use of hotel facilities for tournament staff, players and guests (i.e., fitness center, pool, business center, etc.)
10		Develop and promote the travel package with the Official Hotel
11		Encourage the hotel to help promoting the Event heavily via its outlets, customers and channels
12		Confirm hotel appointed person for the coordination of room bookings
13		Plan the accommodations for different categories: players, international staff and local management team
14		Discuss with the hotel regarding the set up of Tournament Hospitality Desk at the hotel lobby

15	Discuss with the hotel regarding the set up of tournament bulletin board at the hotel lobby
16	Discuss with the hotel regarding the lobby decoration in association with the Event
17	Finalise the transportation arrangement with the hotel (i.e., cars, shuttle buses, parking, overnight parking, loading, etc.)
18	Negotiate with hotel on issues relating to "early check-in" and "late check-out"
19	Prepare the Official Hotel info (i.e., hotel rate, car pick-up rate, location, facilities, etc.) at least a month before the Event
20	Arrange site visits together with the contractor for the set-up of Event functions hosted at the hotel
21	Finalise the payment system and check in/check out procedure with the hotel
22	Finalise the room allocation for star players, VIP guests and officials (i.e., suites, upgraded rooms, etc.)
23	Finalise the laundry service arrangement for players, referees and officials with the hotel
24	Confirm the rooms and facilities need to be reserved for the tournament usage during the Event period
25	Finalise the set up details for the functions hosted at the hotel
26	Discuss with the hotel regarding the local sightseeing tour service to be provided to players and guests
27	Finalise the detail arrangement for the additional officials
28	Submit the updated rooming list to the hotel
29	Finalise the welcoming details for the arrivals from the hotel
30	Provide the hotel with the rundowns of the functions hosted at the hotel

31	Official Hotel should provide security code for outside call-in to star players to avoid any disturbance
32	Liaise with hotel on officials and players who have made additional reservations
33	Provide players and special guests arrival schedule to hotel
34	Post the daily schedule of play at the lobby and distribute it to all players and guests' rooms
35	The Tournament Hospitality Desk should be operated by Event volunteers and till the last match finishes
36	Update daily rooming list and check with hotel on daily basis during the Event period
37	Players should be responsible for all incidental charges other than the rooms

FOOD & BEVERAGE

1	Finalise the person in charge of F&B
2	Confirm the caterer for the player dining service
3	Confirm the caterer for the VIP Lounge on site
4	Confirm the beverage sponsor for the Event (i.e., water, sports drink, soft drinks, juices, coffee, tea, etc.)
5	Confirm the food sponsor/supplier for the Event
6	Finalise the F&B details for players (i.e., price, buffet style, quantity, menu, etc.)
7	Finalise the snack arrangement throughout the day during the Event
8	Finalise the on-site private dining area for players and officials
9	Finalise the F&B details for media (price, quantity, selection, etc.)
10	Finalise the F&B details for tournament staff and volunteers (i.e.,

	price, quantity, selection, etc.)
11	Confirm the caterers or food operators for the general public on site (i.e., fast food service, restaurants, etc.)
12	Arrange site visits with caterers
13	Confirm catering service facilities
14	Confirm electrical supply for the caterers
15	Coordinate with the venue on the needs from the caterers (i.e., electricity, water, kitchen, dining facility, etc.)
16	Confirm on site access for the catering trucks during the Event period
17	Finalise the delivery arrangement
18	Finalise the distribution and replenish systems to various areas throughout the Event period
19	Finalise the storage arrangement
20	Finalise the service arrangement (meal schedule, waiters/waitresses, pre-booking, on-site ordering, etc.)
21	Confirm cleaning service to be provided
22	Confirm the F&B service hours for various areas (lunch, dinner and snack hours)
23	Fruit need to be provided at player facilities (apples, bananas, oranges, etc.)
24	Rehearsal or run through on site with caterers and service team
25	Arrange and confirm that sponsors are talking to Event caterer if they have special corporate hospitality functions on site
MANPOWER	
1	Finalise the areas of the Event required manpower to execute

2		Start sourcing for the capable individuals, agencies and/or organizations to work for the Event
3		Finalise the financial terms and conditions for hiring the manpower for the Event
4		Confirm the technicians in various technical areas will stand by on site during the Event period
5		Supervise the evaluate the performance of the manpower
COMPETITION		
1		Finalise the tentative number of matches and scheduling for each day
2		Finalise the match starting time
3		Finalise the persons in charge of competition in different areas
4		Finalize the number of technical officials needed
5		Finalise the number of court assistants needed
6		Finalise the number of scorekeepers needed
7		Finalise the benefits provided to technical officials and assistants (i.e., uniforms, F&B, comp. tickets, etc.)
8		Finalise the financial terms and conditions for Technical Officials
9		Finalise the hotel accommodation for Technical Officials
10		Finalise the person in charge of court service
11		Confirm Technical Delegate
12		Confirm Referees Board Chairman
13		Finalise the uniform items, quantity and size breakdown for the officials
14		Court Assistant recruitment and training
15		Technical Officials recruitment and training

16	Scorekeepers recruitment and training
17	Confirm local Technical Officials
18	Confirm foreign Technical Officials
19	Provide a daily routine procedure for court services management
20	Finalise the F&B arrangement for the Technical Officials
21	Finalise the equipment list for each match (lining, scoresheets, asst score sheets, trash bins, PA system, etc.)
22	Finalise the details for the Preliminary Draw
23	Finalise the details for the Knockout Draw
24	Finalise the scheduling for the technical officials during the Event
25	Finalise the scheduling for the court assistants during the Event
26	Finalise the scheduling for the scorekeepers during the Event
27	Finalise the working timetable for court services during the Event
28	Prepare daily sign up form officials
29	Court services to prepare a list of on-court equipment for the match courts
30	Finalise the practice schedule
31	Monitor practice court booking schedule
32	Court services to handle the set up of all on-court equipment before the start of each match
33	Distribute the officials uniforms

VOLUNTEERS

1	Finalise the persons in charge of volunteers
2	Finalise the areas needed to recruit volunteers

3	Finalise the volunteer recruitment, training and implementation plan
4	Finalise the benefits to volunteers
5	Finalise the volunteer application form (photo needs to be enclosed for accreditation purpose)
6	Finalise the volunteer waiver form
7	Finalise the volunteer's rules and regulations as guidelines to follow
8	Suggest volunteer recruitment period
9	Confirm the uniform quantity and sizes for volunteers
10	Complete volunteer data key in
11	Suggest volunteer interview period
12	Suggest volunteer evaluation and job allocation period
13	Finalise the volunteer training manual and daily task list for each area
14	Organize Thank You Party for all volunteers after the event
15	Suggest to organise special gift packs to all volunteers
16	Finalise the volunteers being selected and inform them (via website, emails, phones) accordingly
17	Finalise and distribute the working schedule (timetable) for the volunteers in each area (via emails and website)
18	Complete the production of volunteer accreditation
19	Finalise the arrangement of transportation to volunteers
20	Finalise the arrangement of food and beverage service to volunteers
21	Sending thank you letters to all volunteers
22	Suggest volunteer training/orientation period (starting 2 weeks before the Event)

23		Complete the uniform distribution to volunteers
24		Send out appreciation letter and/or certificate to volunteers after the Event
USHERS		
1		Finalise the person in charge of ushering
2		Confirm the number of ushers required for the Event
3		Finalise the allocation plan for ushers
4		Recruit ushers through volunteers if appropriate
5		Prepare a general instruction for ushering
6		Finalise the ushering plan
7		Finalise the fences and barriers are required throughout the Event period (for crowd control purpose)
8		Finalise the working timetable for ushering throughout the Event period
9		Prepare chairs for some areas for the ushers
10		Distribute uniform to ushers
11		Provide final corporate box plan and locations to ushers
12		Provide final seating plan to ushers
13		Work closely with security throughout the Event period
14		Assist spectators to find their seats at the venue
15		Provide training session for ushers
PLAYER LIAISON		
1		Finalise the person in charge of player liaison
2		Prepare the official tournament invitation to players and guests

(upon request)

3 Coordinate on the visa arrangement for players and guests (working
with government and association)

4 Start coordinating the travel arrangement for players and guests
(i.e., air ticket, hotel, transportation, etc.)

5 Start coordinating with Official Hotel for the accommodation for
players and guests (rooming list)

6 Try to accommodate the requests from the players, also to inform
hotel the special arrangement

7 Finalise the set up details and services needed from the Official
Hotel (to best service the players and guests)

8 Finalise the set up details and services needed for the player
facility at tournament site (to best service the players)

9 Arrange a Tournament Hospitality Desk at the airport to facilitate
the coordination of players' arrivals

10 Coordinate with airport authority regarding the star players'
arrivals

11 Check various services for players and guests and their respective
prices (i.e., spa, massage, entertainment, places to go, etc.)

12 Confirm if there is any special souvenir gifts prepared by sponsors
and/or promoters to the players and guests

13 Develop the Player Welcome Pack

14 Obtain the important telephone numbers which will be useful for
players and guests (i.e., airlines, embassies, hospitals, etc.)

15 Obtain the local tourism brochures and maps to be enclosed in the
Player Welcome Pack

16 Arrange and make sure the local sightseeing tours are available for
players and guests

17 Pre-arrange the player accreditation to be done in advance

18	Prepare a minimum of 2 guest passes for each player (or pre-agreed by Tournament Director)
19	Provide players' arrival schedule to Official Hotel and airport authority
20	Coordinate with the transportation dept to make sure the shuttle bus (between hotel and venue) runs smoothly
21	Coordinate with the transportation dept on the courtesy cars
22	Work with court services dept for the practice court bookings
23	Train and supervise the volunteers working at the Tournament Hospitality Desk located at the hotel lobby
24	Work closely with the hotel on hotel rooms during the Event period
25	Prepare different newspapers, magazines, DVDs and video games for players on site at Player Lounge
26	Prepare enough copies of Player Welcome Pack to all players and guests staying at Official Hotel upon their arrivals
27	Have 20 extra copies of Player Welcome Packs available on site at Player Lounge and Tournament Office
28	Feedback comments from the players and guests on regular basis
PHOTOGRAPHY	
1	Finalise the person in charge of Event photography
2	To hire 2-3 professional photographers taking photos for various functions, action shots, crowd shots and for sponsors' reports
3	Finalise the arrangement with the professional photographers (i.e., work scope, fee, hotel, air ticket, transportation, meal, etc.)
4	Prepare a list of job details and guidelines for each photographer to follow
5	Finalise the daily schedule for each photographer to follow

6	Make sure all the photograph sites are set up and ready for shooting
7	Finalise the transportation arrange if the photo shoot is outside of venue
8	Review the photos on daily basis to provide comments to the photographers
9	Select photos for daily distribution
10	Obtain the photographs on daily basis

EVENT FUNCTIONS

1	Finalise the persons in charge of each event function
2	Finalise the tentative daily functions during the Event period
3	Select good bilingual emcees for different Event functions
4	Select good translators who have tennis knowledge for different Event functions
5	Select good bilingual on-court daily announcers for the Event period
6	Select good bilingual off-court daily announcers for the Event period
7	Finalise the emcee script for each Event function
8	Opening Ceremony: Finalize the date, time and place (i.e., center court, etc.)
9	Opening Ceremony: Finalise any activity or performance in connection with the Opening Ceremony
10	Opening Ceremony: Invite the senior government officials and VIPs
11	Opening Ceremony: Finalise the rundown
12	Opening Ceremony: Finalise the emcee
13	Opening Ceremony: Finalise if any celebrity to attend

14	Opening Ceremony: Select quality hostesses
15	Opening Ceremony: Confirm the attendance of the senior government officials and VIPs
16	Opening Ceremony: Finalise the Opening Ceremony speeches (if necessary)
17	Opening Ceremony: Send invitations to sponsors and guests to attend the Opening Ceremony (if necessary)
18	Opening Ceremony: Finalise the set up details for the Opening Ceremony
19	Opening Ceremony: Rehearsal on site
20	Opening Ceremony: Finalise if any guests to attend
21	Award Presentations: Finalise the trophy sponsor (Official Trophy) or supplier
22	Award Presentations: Finalise the award categories and trophy quantity
23	Award Presentations: Finalise the dates, time and places
24	Award Presentations: Finalise the trophy designs
25	Award Presentations: Invite the senior government officials and VIPs (presenters)
26	Award Presentations: Finalise the emcee
27	Award Presentations: Finalise the presentation rundowns
28	Award Presentations: Select quality hostesses
29	Award Presentations: Confirm the attendance of the senior government officials and VIPs (presenters)
30	Award Presentations: Finalise the Award Presentation speeches (if necessary)
31	Award Presentations: Send invitations to sponsors and guests to

attend the Award Presentations (if necessary)

32 Award Presentations: Trophies to be ready and delivered to venue
Award Presentations: Finalise the set up details for the Award
33 Presentations
34 Award Presentations: Rehearsal on site
35 Official Event Reception: Finalise the date, time and place
Official Event Reception: Finalise the evening programs (i.e., meet
36 & greet with players, photo session, live music, etc.)
Official Event Reception: Invite the senior government officials and
37 VIPs
Official Event Reception: Finalise the details with the hotel,
38 caterer and venue
39 Official Event Reception: Finalise the emcee
Official Event Reception: Confirm approx. number of guests will
40 attend
41 Official Event Reception: Send invitations to sponsors and guests
42 Official Event Reception: Finalise the venue setup and decoration
43 Official Event Reception: Finalise the rundown
44 Official Event Reception: Finalise the speeches (if necessary)
Official Event Reception: Confirm the attendance of the senior
45 government officials and VIPs
Official Event Reception: Confirm the attendance of sponsors and
46 guests
47 Official Event Reception: Finalise the menu
Official Event Reception: Finalise the set up details for the
48 Official Event Reception

49	Official Event Reception: Rehearsal on site
50	Official Event Reception: Confirm the attendance of players
	Media Interviews: Finalise the tentative schedule (i.e., player arrival interviews, pre-match interviews, post-match interviews, etc.)
51	
52	Media Interviews: Finalise the interviewers
	Media Interviews: Review and finalise the questions to be asked in advance
53	
	Media Interviews: Confirm the attendees from the tournament (i.e., Promoters, Tournament Director, etc.)
54	
	Media Interviews: Confirm the attendees from the government (if necessary)
55	
56	Media Interviews: Finalise good translators
57	Media Interviews: Finalise the locations
58	Media Interviews: Finalise the interview rundown/procedure
59	Media Interviews: Finalise the venue set up details
60	Media Interviews: Finalise the equipment set up details
	Sponsor Activities: Finalise the on site activities from sponsors (if any)
61	
	Sponsor Activities: Confirm the activity details with sponsors (date, time, location, format, celebrity, etc.)
62	
63	Sponsor Activities: Finalise the rundowns with sponsors
	Sponsor Activities: Finalise and coordinate the equipment set up details with sponsors
64	
	Sponsor Activities: Confirm if there is any player appearance needed with sponsors
65	
66	Sponsor Activities: Final rehearsal or run through on site with

	sponsors
67	Player Autograph Sessions: Confirm the locations at the tournament site
68	Player Autograph Sessions: Finalise the venue set up details
69	Player Autograph Sessions: Draft the daily schedule for autograph sessions
70	Player Autograph Sessions: Finalise the rundown/procedure for autograph sessions
71	Player Autograph Sessions: Finalise the equipment set up details
72	Player Autograph Sessions: Finalise the security arrangement
73	Player Autograph Sessions: Ensure daily autograph sessions are promoted everywhere at the venue
74	Player Autograph Sessions: Finalise the daily schedule for autograph sessions
75	Daily Announcement: Finalise the daily on-court announcement script (i.e., up-coming matches, up-coming activities, etc.)
76	Daily Announcement: Finalise the daily off-court announcement script (i.e., daily events, up-coming activities, etc.)
77	Daily Announcement: Finalise the rain contingency announcement script
78	Daily Announcement: Finalise the ticketing office announcement various scripts
79	Daily Announcement: Finalise the daily final wrap up announcement script
80	Daily Announcement: Give various scripts to announcers) for practice
PROGRAM & MERCHANDISE SALES BOOTH	
1	Confirm the procedure for the pass holders to redeem the Event Souvenir Program on site

2	Finalise the locations of the Sales Booth (could have one or more locations)
3	Finalise the manpower for selling the programs and merchandise (from volunteer recruitment)
4	Finalise the set up details for the Sales Booth
5	Finalise the design of the booth
6	Finalise the selling price
7	Finalise the selling hours
8	Provide daily sales report
ENTERTAINMENT	
1	Finalise the person in charge of entertainment programs
2	Finalise the entertainment programs during the Event period (Center Court and Entertainment Village)
3	Finalise the tentative daily entertainment program schedule during the Event period (Center Court and Entertainment Village)
4	Confirm the performing artists and groups
5	Confirm if any sponsor is interested in providing the performance on site
6	Finalise the set up details for the entertainment (Center Court and Entertainment Village)
7	Finalise the equipment details for the entertainment (Center Court and Entertainment Village)
8	Finalise the supply of electricity and lighting (Center Court and Entertainment Village)
9	Finalise the emcees) for the entertainment programs on site
10	Finalise the daily rundown (Center Court and Entertainment Village)

11		The entertainment programs need to be promoted in advance on website and media, also throughout the venue
12		Reserve the rehearsal time for the performing artists if necessary
FINANCE		
1		Finalise the overall Event operating budget
2		Finalise the detail allocation of Event operation budget
3		Prepare the prize money payment form
4		Have sufficient petty cash on site for prize money payment to players
5		Make sure the petty cash is prepared during the Event period for any emergency purposes
6		Conclude all the Event operating expenses after the Event
7		Prize money tax forms to be filled out by the players on site (should be at Tournament Office)
8		To adjust the Event operating budget if the barter deals are concluded
9		Monitor closely on the Event operating budget
10		Any tax issue related to the payment
11		Work on the payment schedule to ensure the payment is made on time (not delaying the operations)

07

CONCLUSION

This booklet is only a guideline that would assist you in ensuring that you are better prepared to organise kabaddi events.

We will endeavour to update and make this guide better in the future.

PREPARED BY
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