

Before Event:

Eligibility rules, copied from the T&Cs. Any tournament specific regs (Tier 4).

Intended order of play. Update if change needed.

Reminder: Do not make travel arrangements (payments) until you are confirmed in the draw; any COVID symptoms, test, consider not attending.

(Intended) Timeline of communications to players: seeding/selection, acceptance emails sent, draw published.

Any venue specific information useful to players/parents: refreshment availability, parking information, viewing/seating details. Anything else?

When Draw Published:

State that draws now done. List start times/arrival time for each event.

Reminder to contact organiser if players are delayed/unable to play, on the day of play, and give a contact number/email address.