



Team Manager Checklist:

Pre-Festival

- Organise a meeting of those likely to be interested
- Send official team entry form to Secretariat to register for Festival
- Organise regular contact with team members and regular team meetings
- Team questionnaire completed
- Appoint a tour travel agent
- Appoint a tour coach
- Appoint a fundraising officer
- Fundraising plan in place
- Appoint a sponsorship liaison officer
- Sponsorship plan in place
- Union/Club approval granted (if necessary)
- Encourage new members to join your team
- Uniforms ordered
- Badges/shirts and other gifts organised for swapping with teams at Festival
- Banners/Flags or signs for opening ceremony organised
- Equipment to be taken on tour organised/ordered
- All team members confirmed with travel and medical insurance
- All passports and visas current
- Deposits paid on ground packages
- Festival organising committee questionnaire completed and returned
- PR – media release to local media
- Agree on payment methods and individual withdrawal conditions
- Fitness programme suggestions distributed
- Mini-festival to let new members understand what Golden Oldies is all about
- Overseas games – pre/post Festival. Contact with overseas clubs and teams
- Travelling gear
- Establish list of names and addresses, phone, fax numbers and email addresses
- Financial arrangements – bank account and financial control
- Circulate “Packing and pre-travel check list” to all members
- Ensure sponsors have received entitled recognition

Post Festival

- Thank you letters to sponsors and Festival liaison person
- Write report for local papers
- Contact Secretariat office with any suggestions for improving future Festivals

Complete Entry Form for next Festival