**Coach Checklist**

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| **Suggested Date** | **Your Date** | **Action** | **Done** |
| 6 weeks prior |  | Select tryout date |  |
| 6 weeks prior |  | Have administration approve tryout process, judging forms, etc. |  |
| 6 weeks prior |  | Reserve the gym for clinics and tryouts (this may affect your date) |  |
| 6 weeks prior |  | Contact UCA at 888 CHEERUCA for judges |  |
| 6 weeks prior |  | Contact your Varsity Spirit Fashion Rep at 800-533-8022 to set up sizing appointment |  |
| 4 weeks prior |  | Submit morning announcements |  |
| 4 weeks prior |  | Post hall announcements |  |
| 4 weeks prior |  | Confirm judges |  |
| 4 weeks prior |  | Confirm faculty help (tabulators, etc.) |  |
| 4 weeks prior |  | Make copies of applications, constitution, and other forms needed to tryout |  |
| 2-3 weeks prior |  | Request judges’ checks (at some schools, this can only be done after the tryout) |  |
| 2 weeks prior |  | Get tryout material together (outgoing senior class cheerleaders) |  |
| 2 weeks prior |  | Send information sheets and directions to judges |  |
| Day before clinic |  | Review tryout material |  |
| 3 days prior |  | Pre-tryout clinic |  |
| 2 days prior |  | Make copies of judging forms |  |
| 2 days prior |  | Make numbers for candidates |  |
| 1 day prior |  | Call or email judges to remind them of the tryout (yes, they should remember, but the success of the tryout is ultimately your responsibility!) |  |
| Day of |  | Confirm open gym and lights with custodian |  |
| 1 hour prior |  | Set up judges’ table |  |
| Day of |  | Post/announce candidates |  |