Planning the event:

* Review the Organiser's Handbook
  (http://www.britgo.org/organisers/handbook/handbook.html)

* Ask Tony Atkins about equipment availability in good time, about 8
  weeks before the tournament, to make sure there is enough BGA
  equipment for your event, and to make sure that transport is
  organised.
* Don't forget to ask for the BGA computer if you do not
  have your own laptop.
* Ensure that your budget covers the BGA Levy and includes enough for
  prizes.
* If the BGA Bookshop is coming, ensure that there is space for it at
  your venue.
* It is a good idea to have a web site for your tournament, giving at
  least the location and organiser's contact details. It is even
  better if it provides detailed transport and accommodation
  information, and an online entry form. If you need help in setting
  this up, contact Edwin Brady, Tony Atkins, or Geoff Kaniuk.
* Consider whether to organise a social event after the tournament
  (even if this is simply a trip to a nearby pub). This is especially
  appreciated by those who have travelled a long way for the event.

Preparing for the event:

* Download the latest version of GoDraw and list of players from
  http://www.britgo.org/downloads/godraw/ and ensure you are familiar
  with its operation. If this is the first time you are using the
  program then please ensure you do this at least 2 weeks before the
  tournament to allow time for you to gain familiarity with the
  program and get any answers to any questions you may have.
* Arrange for one or more local players to ghost.
* Ensure that you have enough prizes for the expected number of
  entries. Geoff Kaniuk can supply a prediction based on number of
  entries.
* Decide on a realistic timetable, and print the start times for
  each round to display at the venue.
* Print a summary of the rules to display at the venue (see
  http://www.britgo.org/rules/aga.html, and
  http://www.britgo.org/files/agasummary.pdf)

At registration:

* Check whether grades are realistic. You can easily check current
  strength by going to http://www.britgo.org/rating/list.html, scroll
  to the bottom and then click the "sort +-" link to sort the list in
  order of surname. The entry grade should be the strength rounded
  down and should not be more than a stone out.

Note however, that players may have improved outside tournaments if
they have not played for a while!

* Please remember to ask every entrant at registration if they are a
  BGA member. If they are not, ask if they would like to join. BGA
  Council members will be available with membership forms to help with
  this.

The tournament:

* Don't be shy about asking people to help carry books and equipment
  to and from cars.
* At the end don't forget to thank all the people who helped by
  bringing and carrying equipment, the bookshop, etc!

Afterwards:

* Email the tournament file "GoDrawSys/Tours.YourTournamen_10.gdt" to
  Geoff Kaniuk (for the EGF ratings), and to Tony Atkins for the
  results page and send a report to Tony Atkins (for the BGA web site
  and the British Go Journal)
* Send the BGA Levy to the Treasurer.