**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  |  |