

Gymnastics Meet Host Checklist

Pre-Meet Planning

	Task	Completed (Date)
<input type="checkbox"/>	Secure venue and sanction meet	
<input type="checkbox"/>	Hire meet director, judges, staff, and ATC	
<input type="checkbox"/>	Confirm equipment and scoring systems	
<input type="checkbox"/>	Order awards and athlete gifts	
<input type="checkbox"/>	Update website with meet information	
<input type="checkbox"/>	Import athletes into meet software	
<input type="checkbox"/>	Email and post tentative schedule	
<input type="checkbox"/>	Plan schedule and sessions	
<input type="checkbox"/>	Use meet session timer to set session times: https://howtogymnastics.com/womens-gymnastics-meet-session-timer/	

Facility Setup

	Task	Completed (Date)
<input type="checkbox"/>	Set up equipment and scoring tables	
<input type="checkbox"/>	Prepare athlete, coach, and judge areas	
<input type="checkbox"/>	Test music system	
<input type="checkbox"/>	Test scoring system	
<input type="checkbox"/>	Set up hospitality and medical station	

Day of Meet

	Task	Completed (Date)
<input type="checkbox"/>	Run coaches meeting	
<input type="checkbox"/>	Collect scratches	
<input type="checkbox"/>	Verify team lineups	
<input type="checkbox"/>	Start competition on time	
<input type="checkbox"/>	Monitor rotations and timing	
<input type="checkbox"/>	Ensure smooth athlete flow	

Coaches Meeting

	Task	Completed (Date)
<input type="checkbox"/>	Welcome and introductions	
<input type="checkbox"/>	Explain competition format	
<input type="checkbox"/>	Review warm-up procedures	

<input type="checkbox"/>	Explain scoring and athlete card process	
<input type="checkbox"/>	Share facility information	
<input type="checkbox"/>	Explain awards process	
<input type="checkbox"/>	Answer coach questions	