

# EVENT QUALITY CHECKLIST

## EVENT PREPARATION

### Staff

- Dedicated event organizer or judge
- Dedicated sales staff member

### Supplies & Tools

- Consistent access to WER
- Printer with spare toner & paper
- Spindown life counters or pens & paper
- Basic Lands
- Backup computer with WER

## PLAY AREA

### Atmosphere

- Clean and tidy
- Comfortable room temperature
- Well lit

### Amenities

- Comfortable chairs
- Sturdy tables

## EVENT EXECUTION

### Pre-Event Announcements

- Share code of conduct
- Announce format, time per round, prize structure
- Promote upcoming events, products, accessories
- Point out store amenities

### On-Time Start

- Take preregistration
- Advertise both registration time and start time
- Have new players get DCI numbers at [accounts.wizards.com](http://accounts.wizards.com)

### Quick Time Between Rounds

- Display Round Timer
- Issue 15-minute warning
- Use match slips
- Have a match slip return box
- Have a pairings location
- Use table numbers

### Rewards

- Hand out participation and achievement rewards early
- Reward the behavior you want to see in your store
- Offer a flat prize structure (most events)
- Provide flyer listing upcoming events

