

## **Order of Operations (Tournament Director)**

- Arrive at show 30 minutes prior to tournament sign-up
- Unload equipment
- Arrange tables for oval table tops, with 8 chairs around each table
- Set up all tables and table numbers
- Set up 8 stacks of chips, 1 cut card, and 1 dealer button in the center of each table
- Make announcement for start of sign-up. Every few minutes or so continue to announce that sign-up for the tournament has begun.
- Make sure the sign-up sheet and registration forms are on table number 1 with pens.
- Get laptop set up with TD program running.
- Once sign-up begins, periodically enter names into the computer for seating chart to save time.
- Don't forget that early sign-up ends 30 minutes after registration begins.
- Make announcement for end of early sign-up.
- 5 minutes prior to your start time, take sheet and enter in the rest of the names, and announce that the tournament will begin shortly.
- 2 minutes till, set your seating chart and announce that the chart is up.
- Promptly at start time, make all of your opening announcements, (other locations, rules, etc...)
- Have table 1 flip for dealer.
- Announce the blinds, dealer location and say "shuffle up and deal", and press button to begin
- tournament clock.
- Throughout the night, remind players of drink specials, and pledge their support of the venue,

## **Opening Announcement Example**

Hi, my name is \_\_\_\_\_ and I'll be your Tournament Director for the evening. Thank you for coming out to \_\_\_\_\_. Just a reminder (drink specials, X amount of weeks left to get points, etc.)

Before we get started I have to go over a few rules. First and foremost, there will be no money on the tables. If you order something from the server you place the money in their hand, and they will place your change in your hand. Also, there will be no betting and no side betting. Last but not least, no aggressive behavior towards other players. You are playing for some big prizes, but this is a free tournament so let's just have fun.

Just a few general poker rules; you must verbalize all action, if you want to raise say "raise" so that way there is no confusion, no string betting, and cards must remain on the table at all time. If you have any questions, feel free to ask me.

Don't forget to check out our website at [www.elitepokerchallenge.net](http://www.elitepokerchallenge.net) for your current points, standings, upcoming events, and a complete list of sponsors. Your blinds will start at 25/25. Shuffle up and deal!