

Sample Coach's Checklist

Suggested Date	Your Date	Action	Done
6 weeks prior		Have administration approve tryout process, judging forms, etc.	
6 weeks prior		Select tryout date	
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 Service Representative 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.)	
5 weeks prior		Make copies of applications, constitution, and other forms needed to apply	
4 weeks prior		Send information sheets and directions to judges	
2 weeks prior		Get tryout material together (outgoing senior class cheerleaders)	
2-3 weeks prior		Request judges' checks (at some schools, this can only be done after the tryout)	
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 (no later than two hours after the tryout)	