

WOMEN'S SQUASH WEEK

A PROVINCE-WIDE CELEBRATION OF WOMEN & GIRLS IN SQUASH

EVENT CHECKLIST

PRE-EVENT

- ☺ Review the WSW Ambassador Package.
- ☺ Ensure you (or your identified Women's Squash Week Ambassador) complete the [Squash BC WSW Ambassador Sign-Up](#) to ensure you stay up-to-date with everything WSW.
- ☺ Meet with your facility administrators to determine what type of event you'll offer. Things to discuss in this meeting should include:
 - Date(s) and time(s) of your WSW event(s)
 - Confirm court availability for your WSW event(s)
 - Determine what type(s) of event(s) would be the best fit
 - Determine a budget for your events (ex. Food, drinks, prizes, court fees)
 - Confirm coach/club professional availability, if required
- ☺ Once you've confirmed your event details, submit them to the [WSW Event Submission Form](#). This ensures you'll receive your custom WSW event poster, Ambassador shirt(s), equipment & funding, and have your event displayed on the [Squash BC WSW Event List](#).
- ☺ Create a simple registration form that collects the participant's name, age and contact information. Please review the [Event Preparation page](#) (Page 8) for registration page details.
 - **Note:** *If you indicate in your event submission that you want to use Club Locker to register participants, Squash BC will take care of this step for you!*
- ☺ Once you have received your event marketing materials from Squash BC, put up the poster around your facility and community.
- ☺ Share event information with your members through social media, emails, and word of mouth.
- ☺ Communicate with your event participants a few days before the event to remind them of event details and what they need to bring.



LEARN MORE: [SQUASHBC.COM/WSW](https://www.squashbc.com/wsw)



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EVENT DAY

- ☺ Print all needed materials:
 - ☺ Participant list
 - ☺ Any club promotional materials or handouts for participants
 - ☺ Club Waiver (if needed)
 - ☺ Squash BC Participant Feedback QR-Code Poster
- ☺ Wear your Squash BC WSW Ambassador Shirt
- ☺ Hang up the Squash BC WSW Participant Feedback Form QR Code Poster
- ☺ Arrive at the club early to set up your event and welcome new participants
- ☺ Ensure all other WSW volunteers are aware of event details and plan-of-action
- ☺ Ensure playing surface is clean and safe for all participants
- ☺ Take pictures during your event and get a group photo at the start or end of your session
- ☺ Promote future women's squash programming to event participants

POST-EVENT

- ☺ Send an email to all event participants within 48 hours of the conclusion of the event, this email should include the following:
 - ☺ Thank you for participating in the WSW event
 - ☺ Any promotional materials to engage participants and promote why to continue with the club
 - ☺ Squash BC WSW Participant Feedback Form
- ☺ Send WSW event participant lists and pictures to programs@squashbc.com
- ☺ Complete the Squash BC Ambassador Feedback Form



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