

# WOMEN'S SQUASH WEEK

A PROVINCE-WIDE CELEBRATION OF WOMEN & GIRLS IN SQUASH

## EVENT CHECKLIST

### PRE-EVENT

- ☺ Review the WSW Ambassador Package.
- ☺ Meet with your facility leaders to determine what type of event you'll offer. Things to discuss in this meeting may include:
  - Date and time of your WSW event(s)
  - Confirm court availability for your WSW event(s)
  - Determine what type of events would be the best fit
  - Determine a budget for your events (ex. Food, drinks, prizes, court fees)
  - Identify your WSW team (ambassador, coach, club pro, other)
    - Contact Squash BC for potential ambassadors or female coaches to support your event.
  - Identify your main point of contact with Squash BC for the event
- ☺ Register your event using our online [WSW Event Submission Form](#)
- ☺ Create your registration form, or contact Squash BC for assistance
  - **Note:** *If you indicate in your event submission that you want to use Google Forms or Club Locker to register participants, Squash BC will take care of this step for you!*
  - Review page 3 for information on registration forms.
- ☺ Finalize your marketing materials with Squash BC to promote your event at your facility and community.
- ☺ Share event information with your members through social media, emails, and word of mouth.
- ☺ Communicate with your event participants prior to the event with reminders, updates, and any other notes to help them prepare in advance.



LEARN MORE: [SQUASHBC.COM/WSW](https://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
- ☺ Post 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 event photos of the event including:
  - Picture of the Ambassadors
  - Group picture of participants & Ambassadors
  - Action photos of the event
- ☺ Promote future women's squash programming to event participants

### POST-EVENT

- ☺ Send an email to all event participants within two (2) days 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 [jess@squashbc.com](mailto:jess@squashbc.com)
- ☺ [Complete the Squash BC Ambassador Feedback Form](#)



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