

## COURT SCHEDULING WORKSHEET

- Number all of your matches on the draw sheets (or download the draw sheets from the APTA website: [http://www.platformtennis.org/Tournaments/Tournament\\_Support.htm](http://www.platformtennis.org/Tournaments/Tournament_Support.htm)) and use the grid on the following page to record the timing of the matches. This will ensure that you do not double book courts or overschedule your venues. You can also use this grid to calculate how many matches will be played at a club on a particular day. This will help you to calculate how many balls, food and drink you will need.
- The grid on the following page is an example of four clubs, some with four courts and some with two. You can create your own grid, or download the template at: [http://www.platformtennis.org/Tournaments/Tournament\\_Support.htm](http://www.platformtennis.org/Tournaments/Tournament_Support.htm). It is convenient to list clubs that are in proximity to each other on one page. When done, count the number of matches at each club and use that for ball and refreshment estimates.



