



Budgetball Planning Guide
May 1, 2009

Planning a Budgetball Tournament

The Budgetball Planning Guide is designed to assist you in thinking about all of the aspects of putting on a great Budgetball Tournament and related events. The planning guide includes an overview of roles and responsibilities for the Budgetball Coordinator and planning committees; as well as a timeline for building a successful event.

We recommend that you identify a Budgetball Coordinator at your site. The Budgetball Coordinator (BBC) is responsible for overseeing all aspects of the coordination and management of the Budgetball tournament.

We recommend that the Budgetball Coordinator develops planning committees to ensure that all of the necessary tasks are accomplished. Depending on the size of your Budgetball Tournament and the number of related events, you may want to consider establishing additional committees to get everything done. It will be helpful for the Budgetball Coordinator to host regular meetings with the Planning Committee Chairs.

In order to ensure good coordination between the committees, we also recommend that the Planning Committee establishes clear dates, deliverables and deadlines for completing tasks; with regularly scheduled updates with the budgetball coordinator.

Budgetball Planning Committees:

Logistics:

- Coordinate and manage Budgetball Tournament registration
- Coordinate and manage Budgetball Tournament logistics (e.g., space, facilities, security, set up, clean up, signage, equipment, registration check in, sponsor tents, etc).
- Recruit and manage volunteers for the Budgetball Tournament

Education:

- Coordinate related educational events
- Distributing materials on campus about the nation's fiscal future and personal financial responsibility.

Marketing and Outreach:

- Manage and implement a marketing and outreach effort
- Advertise related educational events
- Recruit teams to participate in the Budgetball Tournament
- Develop a press release and distribute to print, radio, and news media
- Develop and place newsletter articles in local papers

Sponsorship, Donations, and Prizes:

- Identify local businesses for prize and refreshment donations
- Send letters and visit local businesses
- Arrange for picking up prizes and refreshment donations for event

- Manage dissemination of prizes during the event
- Follow up with thank you notes to all contributors

Budgetball Check List

6 Months Prior to Event:

Logistics:

- Finalize dates
- Confirm space (gym/ field)
- Identify and invite members to serve on the BB tournament planning team
- Identify site coordinator

Marketing and Outreach:

- Initial outreach to faculty and staff to introduce them to BB and enlist their help for recruitment and operations

5 Months Prior to Event:

Logistics:

- Convene initial tournament planning team meeting

Education:

- Identify opportunities for panels, speakers, poster sessions, etc for raising awareness of the issues and of the BB tournament

Marketing and Outreach:

- Develop tournament marketing strategy to recruit teams and players

Sponsorship, Donations, and Prizes:

- Identify potential local sponsors for prizes and on-site support for event

4 Months Prior to Event:

Logistics:

- Convene meeting with student leaders/faculty to discuss ways to ensure success of the BB tournament
- Convene bimonthly or weekly BB tournament planning team meeting
- Meet with legal and/or risk management department to establish insurance coverage, waivers, etc

Education:

- Invite speakers for tournament/classroom events (host speakers, dialogues, rallies etc)

Marketing and Outreach:

- Conduct outreach for tournament to students and/or faculty (see PowerPoint presentation)
- Finalize tournament marketing strategy for participants

Sponsorship, Donations, and Prizes:

- Outreach to sponsors to solicit prizes and on-tournament support

3 Months Prior to Event:

Logistics:

- Convene bi-monthly or weekly tournament planning team meeting
- Select signage/t-shirts/other promotional items

Education:

- Follow up with faculty regarding potential opportunity to integrate educational materials into classroom activities
- Invite/confirm speakers (continued)
- Schedule event related to the Federal Debt and/or Personal Debt

Marketing and Outreach:

- Initial outreach to students/marketing to students to introduce BB and generate interest as well as identify potential captains
- Establish mechanism for BB Tournament registration
- Identify media opportunities
- Publish information on school/organization website, newspaper, Facebook, etc about the BB tournament and the issues it will address

Sponsorship, Donations, and Prizes:

- Outreach to sponsors

Solicit prizes

2 Months Prior to Event:

Logistics:

- Host bi-monthly or weekly tournament planning team meeting
- Review budget ball rules
- Secure score board system (will vary by site)
- Recruit referee support (will vary by site)
- Order T-Shirts and other promotional give away items
- Order food (will vary by site)
- Recruit volunteers for day of tournament
- Secure/order equipment (tents, tables, volley balls, score boards, power ups/sacrifices, etc)

Education:

- Host speakers/panels/dialogues/rallies
- Thank you notes following events to speakers and others who have helped with coordination of event

Marketing and Outreach:

- Begin recruitment and registration for budget ball teams
- Post tournament wide signage for budget ball around campus
- Publish information on school website/newspaper/etc
- On-Tournament Website/TV/Radio
- Contact media
- Make presentations about BB during student organizational meetings, classes, etc

Sponsorship, Donations, and Prizes:

- Continue to outreach to sponsors
- Send invitations to VIP event
- Solicit prizes

1 Month Prior to Event:

Logistics:

- Host bi-monthly or weekly tournament planning team meeting
- Confirm space (again)
- Finalize team packets (waivers, schedules, etc)
- Notify team participants about final logistics
- Confirm and/or organize equipment, supplies, and other items needed for game day
- Host volunteer meeting
- Host team captain meeting

Education:

- Host speakers/panel/poster sessions/dialogues

Marketing and Outreach:

- Continue recruitment and registration for budget ball teams
- Make presentations about BB during student organizational meetings, classes, etc
- Finalize media packets
- Publish information on school website/newspaper/etc

Sponsorship, Donations, and Prizes:

- Confirm VIP attendance to the tournament

Play Budget Ball!!!!

Week of Tournament

- Secure equipment, score boards, etc
- Check score boards and other technology
- Download power ups/sacrifices and budget score sheets from www.budgetball.org
- Post tournament schedule and other signage
- Host Team captain meeting to inform captains of rules, schedule etc
- Conduct volunteer training
- Send email to all players reminding them of the tournament and their schedule
- Confirm food delivery
- Secure t-shirts/promotional items
- Organize prizes for distribution at the end of tournament
- Organize educational materials for Fiscal Fitness Area
- Set up VIP area
- Confirm sponsors/prizes/VIP/teams

Kick off event: (site specific)

Day of Tournament

- Food set up/distribution
- Set up fields/gym for Budgetball dimensions
- Post Power ups/Sacrifices and Budget Score Sheets at the appropriate space
- Registration/check in for players (waivers, t-shirts/promotional)
- Volunteer check in –and assignments
- Set up Fiscal Fitness Area with educational materials
- Media check in (with media packets)
- Post scores and Budget Buck balance throughout the tournament
- Prize distribution

Follow up:

- Celebrate!
- Media coverage and follow up
- Coordinate clean up
- Thank you to all teams
- Thank you to faculty
- Thank you to sponsors