

# TRYOUT CHECKLIST

## 2 MONTHS BEFORE

- Decide on tryout date
- Edit and create all handbooks and policies
- Select tryout process, judging forms, etc.
- Set up date for uniform fitting
- Schedule parent-cheerleader meeting

## 6 WEEKS BEFORE

- Finalize all dates and costs for next year (including camp, clinics, uniform fittings, etc.)
- Finalize all policies and tryout procedures with administration
- Find judges
- Reserve the gym for pre-tryout clinics and tryouts

## 1 MONTH BEFORE

- Share in morning announcements or school-wide newsletter
- Post fliers, signs, and have your team talk about it
- Confirm judges, provide address for directions
- Ask outgoing class to create material or select/create material

## 2 WEEKS BEFORE

- Approve all tryout material
- Make copies of all applications, procedures, policies, and other forms
- Hold a parent meeting

## 1 WEEK BEFORE

- All applications due in full
- Communicate with all parents and potential cheerleaders regarding tryouts and clinics next week
- Request judge's checks
- Confirm your reservations of the gym for next week

## WEEK OF

- Arrive 15-30 minutes before every tryout clinic
- Run all pre-tryout clinics
- Make copies of forms for judges
- Make numbers for candidates
- Communicate with judges

## DAY OF

- Confirm that gym is open and lights are on
- Set up judges' table with forms, pencils, calculators, etc.
- Post/announce candidates