

Meet Director's Checklist

PRIOR TO THE MEET:

_____ E-mail **complete meet back-up** (zipped SwmmBkup...) after **all club entries have been input to office@pns.org** for registration verification. *Please wait to create psych sheet until after PNS has run registration verification for any athletes satisfying transfer rule and competing UN.*

BY TUESDAY PRECEDING THE MEET

- E-mail "estimated" timeline and psych sheet to participating teams and office@pns.org so that they can be posted to PNS website.

AT YOUR MEET

- Have copies of **MEET EVALUATION FORM** available or notice of location on PNS website if you do not include a copy in heatsheet.

AS SOON AS POSSIBLE POST MEET (WITHIN 48 HOURS):

_____ E-mail complete meet back-up (zipped SwmmBkup...) to **BOTH office@pns.org AND accounting@pns.org** along with e-mail of TEAM TREASURER for an invoice to be issued with option to make payment online

_____ **Meet Financial Summary**

_____ **Hy-Tek Team Entry Fee Report**

_____ **Outreach Meet Entry Vouchers**

WITHIN 45 DAYS POST MEET:

_____ E-mail **BOTH office@pns.org AND accounting@pns.org** the **PNS Income Statement**

MEET FORMS available on the PNS website: **MEET/RESULTS** tab > **MEET DIRECTOR TOOL BOX**