



Big Bear Tournaments

Checklist

Items to be sent to the tournament
& time frame.

___ **Application**

___ Payment (with application)

___ USA Hockey Roster or CHA cards
(or affiliate roster) (with app. or as soon as available)

___ Travel permit (if required by your affiliate)
(with application or as soon as it's available)

___ **List of players and staff**
(first name, last name, jersey # - with app. or by e-mail
The roster lists the legal names, this is a list that they go by)

___ **Game Log**
(with application or 14 days prior to event
Not necessary until you've played at least 5 games)

___ **Team Evaluation Form** (with application)

___ **Questionnaire** (with application)

___ **Rooming List & Team Contract**
(All hotel items should be faxed to the **tournament office**
45 days prior to event if possible)

___ Airline itinerary (30 days prior to event)

Items you should receive from the
tournament office.

___ E-mail confirmation - receipt of
application and payment.
(1 week of after its receipt)

___ Hotel confirmation numbers and
contact (no later than the Friday prior to the event)

___ Game schedule (no later than the Friday prior
to the event)