

**Babe Ruth League, Inc.**  
**Southeast Region Tournaments**  
**Tournament Team Pre-Arrival Checklist**

<b>Task</b>	<b>Complete</b>
1 Make sure that the tournament team book is complete and that the documents are inserted into the book in the order specified on the checklist	_____
2 Provide team photo and list of players in photo to the Host in accordance with the MTIP.	_____
3 Obtain a State flag for tournament display (it will be returned prior to departure). It should be the Valley Forge type 3' x 5' Nylon.	_____
4 If applicable, make sure that ice breaker (banquet or picnic) reservations are made for family and fans prior to arrival at check-in.	_____
5 If applicable, make sure that the Parents Gate Pass Program fees are collected and available at check-in.	_____
6 Prepare two completed Player Announcement Forms. These forms must be placed in the front of the team credentials book. Download the "Writable" version from the link in the MTIP.	_____
7 Manager Email Address: _____	_____
8 Manager Cell Phone Number: _____	_____
9 Manager Hotel Name: _____	_____