

Workshop #9:

“Key Tips for Organizing Your Events”

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# SPEAKERS



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# INTRODUCTION

The purpose of today's webinar

The agenda:

- Prior to the Event (Socialize Rules, Organize a Proper Draw, Game Scheduling, Ranking System, TIPs)
  - Staff Management
  - Referee Panel
  - During the Event
  - Post-Event. **Final Report: Your Key to Event Success**
  - Q&A
  - Conclusion
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# WPC Event Organizing: A Comprehensive Guide

This guide provides essential tips for organizing successful events, from pre-event planning to post-event management.

It covers key aspects of WPC events, focusing on practical solutions and best practices.





# Pre-Event Preparations

## ➤ Rules & Draw

- Ensure all teams have access to translated rules.
- Organize a fair and transparent draw to determine game matchups.

## ➤ Scheduling & Ranking

- Create a detailed game schedule that minimizes delays.
- Educate teams on the ranking system to guide their roster and social media strategies.



# Staff & Technical Management



1

## Roles & Responsibilities

Assign specific roles to staff members to ensure smooth event operations.



2

## Technical Support

Prepare for potential console and video game issues. Test and update games beforehand to prevent event day delays.



3

## Media Collection

Capture photos and videos for the WPC report. Store media securely using a cloud drive.

# Referee Management

## Rule Knowledge

Referees should have a thorough understanding of the game rules.

## Match Documentation

Maintain detailed records of team rosters and refereeing minutes.

## Coverage

Ensure sufficient referee coverage for all disciplines.





# Event Operations: During the tournament

## ➤ **Timeliness**

- **Punctuality is Key:** Start events on time. Communicate any delays promptly.
- **Synchronized Timing:** Ensure smooth transitions between events. Use timers and fill downtime.
- **Dedicated Timekeepers:** Assign someone to manage timers and address timing issues.
- **Outdoor Events:** Have a weather plan (shade, cooling stations, breaks). Communicate heat safety guidelines.

## ➤ **Communication**

- **Real-time Updates:** Provide live updates via scoreboard, website, and social media. Staff should answer questions.
- **Clear Channels:** Use a website, social media, and on-site staff for Q&A. Use QR codes for easy access.
- **Designated Personnel:** Assign an announcer, social media manager, and an inquiry team.
- **Tools and Technology:** Use a good sound system, a website for results, and a messaging system for staff communication.







# Post-Event Procedures. Final Report: Your Key to Event Success

1

## Results Communication

Share results promptly with WPC Competition department via email to maintain transparency and credibility.

2

## Prize Delivery

Distribute prizes with proper participants, especially monetary ones, within a timely manner.

3

## Content Utilization

Engage teams and players by utilizing collected media to share Highlights with Organizers via email or proper messenger.

4

## Final Report

Submit the WPC report efficiently with WPC Competition department by following proper procedures and resource allocation.



**ANY QUESTIONS?**

