

**Babe Ruth League, Inc.**  
**Regional Tournament Team Pre-Arrival Checklist**

Item	Complete	
1	If applicable, make sure that a State Tournament Team Information Package has been completed for the State Tournament Official-in-Charge (to mail to Headquarters and the Host Regional site). <i>Note: This package is required for all teams that could potentially advance to a World Series.</i>	_____
2	If applicable, make sure tournament t-shirt pre-order is made for family and fans prior to arrival at check-in.	_____
3	Make sure that the tournament team book is complete and the documents are inserted into the book in the order specified on the checklist form.	_____
4	All State Champions must send ROSTERS within 24 hours of the completion of the state tournament. Send rosters to the location specified in the MTIP.	_____
5	All State Champions must send DIGITAL TEAM PHOTOGRAPHS within 24 hours of the completion of the state tournament. Photographs should be no smaller than 5x7 printed (927x1297 pixels) in either .jpg or .png format. Make sure players and coaches names are included. Send photographs to the location specified in the MTIP	_____
6	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.	_____
7	If applicable, make sure Banquet (or Ice Breaker) reservations are made for family and fans prior to arrival at check-in.	_____
8	If applicable, make sure the TICKET PASS order is made for family and fans prior to arrival at check-in.	_____
9	Manager Email Address _____	_____
10	Manager Cell Phone Number _____	_____
11	Manager Hotel/Phone: _____ / _____	_____