

VENUE:

DATE:

CHAMPIONSHIP

WINNERS:

SCORE:

CONSOLATION

WINNERS:

SCORE:

To: **Merete Collins**

From:

Date:

Tournament Venue:

1. Please give details of how many people participated:

How many people played?:

How many people entered?: In pairs: Without a partner:

Of those accepted, how many withdrew?: Early: In the last week:

How many of your Reserve List, if any, actually played?:

Did you have to ring round to make up the numbers? Yes/No

2. Did the tournament have to be cancelled? Yes/No

(If Yes, please give reasons)

3. Did you have any particular problems?

a) Before the tournament Yes/No
If Yes please give details

b) At or subsequent to the tournament Yes/No
If Yes please give details

4. Cost of Prizes: £.....

5. Profit/Loss £.....

6. Would you be willing to run the tournament next time? Yes/No

7. Any other comments or suggestions:

8. Winners: Championship:.....

Consolation:

Please forward or e-mail this report to Merete with a list of the competitors, the reserves and any not selected , **Barnwood, Esher Close, Esher, KT10 9LL**

Magazine Report Request

Dear ,

Thanks for being a 45-Club Event Reporter

As you will know we all enjoy reading about the latest events in the 'The Forty-Fiver', so would you please ensure that a report of the event is sent to the organiser in this case ,as she/he are the only one who can check the facts of the day , she/he will then forward it to Sally George.

For one-day tournaments it is highly recommended that you gather all participants together at the start of the event and decide who will write the report (New members and guests are exempt) .

PASS THIS LETTER OVER TO THEM.

If the reporter does not use email then a written report should be sent to the appropriate address

I refer to:

EVENT: 45 Club Mixed

VENUE:

DATE:

Reports should be returned within *fourteen* days.

Any relevant photographs (from this or any other event) would be extremely welcome. We will try to return them if requested.

We look forward to hearing from you either in writing or by e-mail.

E-mails are preferable as they save on typing.

THE FORTY FIVE CLUB Lawn Tennis Club for Veterans

TOURNAMENT ENTRY RESPONSE GUIDE

Mixed Doubles Tournament

Date: 12th October 2012

Venue:

Venue Phone Number:

Dear

Thank you for your entry.

You (and your partner): Are accepted

Are reserve number

Are booked for dinner

Have not been accepted

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

1. Cancellations:

Please note that late cancellations cause great difficulty for the organiser. If you cancel less than one week before the event you will lose your entry fee.

2. Arrival Time:

Please arrive no later than 15mins before the start at 10.30

If you are a reserve please keep yourself available as you may well be needed on the day. Please inform the organiser if you wish to cancel your reserve place.

3. Directions:

Try www.multimap.com and type in the post code ().

Alternatively use the directions provided below:

Directions by car:

4. Dress Code:

Recognised tennis clothing (for footwear purposes the courts are carpet)

5. Food on the Day: Available to buy from the bar all day, dinner at the club.

6. Prize Giving:

Prizes will be presented immediately after the finals.

7. Organiser's Details:

Name:

Land Line:

Mobile:

Pairs entered (as of (date)):

	Pair
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
1st Reserve	
2nd Reserve	
3rd Reserve	

