

NABA ALL-STAR CHECKLIST

REREAD THE SECTION ON ALL STAR GAMES IN THE PRESIDENT'S GUIDELINES AND PROCEDURES.

- ___ Locate field for all games (a nice field, with lights and PA system). **Gain cost and location approval from your Director before committing to the field.**
- ___ Set date for games.
- ___ Check All-Star Allotments based on standings (under no circumstance should you exceed the allowed number of members on any one All-Star Team.
- ___ Make sure all managers have submitted All-Stars selections to you.
- ___ Call newspapers to make them aware of game.
- ___ Do you have an announcer for the game? (Announcer does not get paid for services).

CONTACT THE NATIONAL OFFICE NO LESS THAN ONE (1) MONTH PRIOR TO THE 1ST SCHEDULED ALL-STAR GAME TO VERIFY AND ORDER THE FOLLOWING:

- ___ Submit check request for payment of field.
 - ___ Is an insurance certificate required?
- ___ Submit check request for umpires fees for all games. National office will pay for 2 umpires per game at regular season fee.
- ___ Order T-shirts for all leagues based on allotment guidelines.
- ___ Order baseballs for game.
- ___ Order MVP plaques.

FOLLOW-UP AFTER GAME:

- ___ Hold games. Report scores and MVPs to paper.
- ___ Clean up afterward to make the field authorities remember and appreciate us.