



SHOTOKAN KODOKAN
KARATE & JUDO



EVENT CATEGORIES AND PROTOCOLS



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EVENT CATEGORIES LIST

Karate & Judo Gradings

Social Events

Local Tournament - Participation

Local Tournament - Host

Over Seas International Tournament

National Team Representation

PROTOCOLS

KARATE & JUDO GRADINGS

Time line	Task	Person in charge	Status
3 months prior	Send out Grading Notice		
2 months prior	Begin specific preparation of Students		
1 month prior	Send out Mock Grading Notice		
14 days prior	Mock Grading		
12 days prior	Identify eligible members		
12 days prior	Send out Eligible Member Notice		
12 days prior	Begin collection of Fees (See Collection form)		
10 days prior	Send date, location and arrival time notice for grading members		
10 days prior	Begin Final preparation of members		
7 days prior	Send out final fee notice		
3 days prior	Finalize collection of Fees (See Collection form)		
3 days prior	Submit list of members to grade to officiating body		
Grading day	Send arrival time notice for grading members		



SOCIAL EVENTS

Time line	Task	Person in charge	Status
3 months prior	Identify target market		
3 months prior	Confirm date, location and arrival time notice		
3 months prior	Design event marketing branding materials		
3 months prior	Send out Event Notice		
3 months prior	Form committee, set weekly meetings and assign responsibilities		
1 month prior	Send out Event Reminder Notice		
1 month prior	Begin collection of funds and donations if necessary		
12 days prior	Send out Event Reminder Notice		
7 days prior	Finalize collection of funds and donations if necessary		
7 days prior	Finalize payments for services and consumables if necessary		
3 days prior	Send out Event Reminder Notice		
Event day	Send arrival time notice for members		



LOCAL TOURNAMENT - PARTICIPANT

Time line	Task	Person in charge	Status
3 months prior	Send out Tournament Notice		
2 months prior	Begin specific preparation of Students		
12 days prior	Identify eligible members		
12 days prior	Send out Eligible Member Notice		
12 days prior	Begin collection of participation Fees		
10 days prior	Send date, location and arrival time notice for competing members		
10 days prior	Begin Final preparation of members		
7 days prior	Send out final participation fee notice		
7 days prior	Submit list of members to compete to officiating body		
3 days prior	Finalize collection of Fees (See Collection form)		
1 day prior	Send arrival time notice for competing members		
Competition day	Send arrival time notice for competing members		



LOCAL TOURNAMENT - HOST

Time line	Task	Person in charge	Status
1 year prior	Confirm date, location and arrival time notice		
1 year prior	Design event marketing branding materials		
1 year prior	Send out Event Notice		
8 months prior	Form committee, set monthly meetings and assign responsibilities		
8 months prior	Identify Sponsors and prepare official correspondence		
3 months prior	Increase committee meetings to weekly		
1 month prior	Send out Event Reminder Notice		
1 month prior	Open Online Tournament Registration		
1 month prior	Begin collection of funds and donations		
1 month prior	Begin increased marketing campaign		
1 month prior	Begin weekly Event Reminder Notices to participating organisations		
7 days prior	Finalize payments for services and consumables if necessary		
4 days prior	Send out Closing Day Reminder Notice		
3 days prior	Close Online registration		
2 days prior	Finalize collection of registration fees		
2 days prior	Do draws & publish		
1 day prior	Prepare venue		
Event day	Arrive early and perform final tests		



OVER SEAS INTERNATIONAL TOURNAMENT

Time line	Task	Person in charge	Status
1 year prior	Send out Tournament Notice		
1 year prior	Design sponsorship strategic plan		
8 months prior	Send out sponsorship letters and donation sheets		
6 months prior	Identify eligible members		
6 months prior	Confirm passports and Visas		
3 months prior	Final confirmation passports and Visas		
3 months prior	Begin specific preparation of Students		
2 months prior	Confirm participants with International body		
2 months prior	Send out participant authorisation letters where needed		
2 months prior	Send out leave request letters to participant jobs or schools		
2 months prior	Begin collection of participation Fees		
2 months prior	Purchase airline tickets and hotel reservations		
1 month prior	Confirm itineraries		
7 days prior	Collect authorisation letters and prepare travel package		
2 days prior	Confirm pickup with international body		
1 day prior	Send final reminder notice for competing members		
Travel day	Arrival Early to airport		