

- Contact FLBB: [nmossong@flbb.lu](mailto:nmossong@flbb.lu)
- Select date
- Select location (indoor/outdoor)
- Determine number of courts
- Determine categories
- Individual Contests/Entertainment/Other Activities
  - Skills Challenge
  - Shooting Contest
  - Slam Dunk Contest
  - Shoot-Out
  - Gala Game
  - Off-Court Entertainment
- Register 3x3 event via Event Maker
- Contact Referees
  - Communicate event date: ASAP (minimum 3 weeks before)
  - Communicate courts, categories & event times: 2 weeks before
  - Communicate final planning: 2 days before
  - Receive referee planning + costs: 1 day before
- Promote 3x3 event
- Location Set-Up
  - Welcome desk/Registration area
  - 3x3 Supervisor desk (incl. Laptop with Wifi access)
  - Speaker/DJ
  - 3x3 Courts
  - Buvette/Bar
  - Food area
  - LED/advertising
- Volunteers:
  - Welcome desk/Registration area
  - 3x3 Supervisor desk (incl. Laptop with Wifi access)
  - Speaker/DJ
  - 3x3 Courts: Table Officials (Scoresheet & Clock)
  - Buvette/Bar
  - Food area
  - Photos
- Equipment (general):
  - Laptop with Wifi access
  - Printer
  - 3x3 Balls
  - Schedule printed
  - Scoresheets printed
  - Playoff Bracket printed
  - Prizes
- Equipment (per court):
  - Court Markings (15 meters x 11 meters)
  - Court Signage
  - Table with two chairs for Table Officials
  - Additional two chairs for substitute players
  - Two 3x3 Balls
  - Gameclock/Scoreboard
  - Scoresheets
  - Schedule
  - Coin
  - Pen