

# Fantasy Draft Checklist for Commissioners

## Pre-Draft Setup

- Confirm league settings (scoring, roster, waivers)
- Set draft order and format
- Send reminders and confirm attendance
- Test draft platform access

## Tech & Wi-Fi

- Test internet connection
- Display Wi-Fi password
- Prepare backup hotspot
- Set up laptop/tablet and chargers

## Draft Room Setup

- Arrange seating and visibility
- Provide pens, paper, draft board
- Ensure space for devices and food

## Food & Drinks

- Order simple group food (pizza, wings)
- Stock snacks and water
- Prepare drinks and ice

## Rules & Flow

- Review timer and draft rules
- Clarify missed pick policy
- Keep draft moving smoothly

## Emergency Kit

- Backup internet option
- Printed rankings/cheat sheets
- Extension cords and supplies

## Post-Draft

- Confirm rosters
- Open waivers
- Send recap and engage league