

The Commissioner's In-Person Draft Night Checklist

Everything you need to run a draft night your league won't shut up about.

You're the commissioner. Draft night is the best day of the fantasy season, and it lives or dies on how well **you** plan it. Work down this list from three weeks out to the final pick, and the only thing your league will remember is how good it was.

1 3+ Weeks Out — Lock the Foundation

- ☐ **Pick the date and lock it early.** Poll the league, find the night the most people can show up in person, and commit before calendars fill. In-person beats remote every time.
- ☐ **Choose your venue.** Enough seating, a big screen or a wall for a projector, power outlets, and wifi you can count on.
- ☐ **Set your league format.** Teams, roster spots, and scoring, settled now so nobody argues flex spots on draft night.
- ☐ **Decide draft style and order.** Regular (snake, linear, or 3rd-round reversal) or auction, plus how you set the order.
- ☐ **Set the pick clock.** 60–90 seconds keeps it moving and stops the ten-minute-per-pick guy.
- ☐ **Confirm keeper / dynasty rules** and set the keeper-declaration deadline.

2 2 Weeks Out — Handle the Logistics

- ☐ **Send the official invite** with date, time, address, and what to bring. Get real RSVPs.
- ☐ **Plan for anyone who truly can't make it in person** — how will they draft or watch?
- ☐ **Sort food and drinks.** Assign it, order it, or make it potluck, but decide now.
- ☐ **Line up your draft board** — the centerpiece everyone stares at between picks (more below).
- ☐ **Settle any traded draft picks** so there's no confusion about who owns what.

3 1 Week Out — Tech Check

- ☐ **Do a full dry run of your screen setup.** TV or projector, the cast cable/adaptor, confirm it shows on the big screen.
- ☐ **Test your audio.** A draft with a real voice calling every pick feels like an event; a silent spreadsheet feels like homework.
- ☐ **Have a wifi backup.** A phone hotspot has saved more draft nights than you'd believe.
- ☐ **Import your league** (ESPN, Sleeper, or Yahoo) so teams, names, and keepers carry over.
- ☐ **Prep rankings / cheat sheets / ADP** — or use a board with them built in.
- ☐ **Charge everything** and pack the chargers anyway.

4 Day Of — Run of Show

- ☐ **Arrive early, set up the screen and board first.** Test the cast, the sound, and a mock pick before anyone shows.
- ☐ **Make the draft-order reveal a moment.** Reveal it in the room, not the group chat.
- ☐ **Draft a co-commissioner for the night** to help track picks and settle disputes.
- ☐ **Enforce the clock.** Kindly, but enforce it. The night's energy depends on it.

- ☐ **Announce every pick out loud.** The best draft nights feel like the real NFL Draft.
- ☐ **Capture the night.** Photos and clips of the reaches and groans fuel the league chat all season.
- ☐ **Keep it fun.** Celebrate the steals, roast the reaches, hand out a live "worst pick" award.

5 The Morning After — Wrap It Up

- ☐ **Double-check every roster** and resolve any errors while it's fresh.
- ☐ **Post the final board / recap** to the league chat — peak trash-talk fuel.
- ☐ **Collect any outstanding dues.**
- ☐ **Set the tone for the season.** Kick off the trash talk and confirm week 1 matchups.

★ Draft-Night Gear List

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| ☐ Big-screen TV or projector + wall | ☐ Your draft board (see below) |
| ☐ Laptop or iPad to run the board | ☐ Chargers + power strip / extension cord |
| ☐ Cable/adaptor to cast to the screen | ☐ Snacks and drinks |
| ☐ Reliable wifi + a hotspot backup | ☐ Trophy, punishment prop, "worst pick" award |

About That Draft Board

Every item on this list gets easier when the board in the middle of the room does the heavy lifting. **That's exactly why we built Prime Draft Pro**, a digital draft board made for in-person draft night. Cast it to the big screen, and:

- A **real recorded human voice** announces every pick (no robotic text-to-speech), so the room feels like an NFL broadcast.
- **Auto-triggered smart alerts** fire on reaches, steals, and runs — draft night as an event, not a spreadsheet.
- **One-click import** from ESPN, Sleeper, and Yahoo.
- Runs **snake, auction, or keeper**, on a laptop or iPad cast to your TV.
- **Pay per draft, credits never expire** — no subscription. Practice and mock drafts are free.

See it in action → primedraftpro.com