

TRADING CALENDARS from Book 3 · Appendix C

Entry and Management Checklist

A printable checklist for one position, from before the order to after the close. Every item comes from a chapter, named beside it; this appendix adds no rules. Where an item asks for a number, write the number, not a tick: a checklist that records values can be audited later, and one that records ticks cannot.

C.1 Before the Order

The thesis (Chapters 2, 10, 25)

- ☐ Thesis line named: forward window, front window, or event premium _____
- ☐ Engine check written: where spot must be and by when; when time pays; which window, at what price, against which benchmark; which volatility move helps and which hurts

The tree (Appendix B)

- ☐ 1. Structure: long / short / double; event thesis, if any _____
- ☐ 2. Underlying: exercise style, settlement, AM or PM, ex-dates in either leg's life _____
- ☐ 3. Liquidity: natural width \$____; width ÷ debit ____%; width in window points _____
- ☐ 4. Dates: front ____ back ____ on one clock; Table 12.4 checked if the front is very short
- ☐ 5. Window: ATMF ____ strike ____ against benchmark ____; regime _____
- ☐ 6. Events: each scheduled event placed against each leg's life; event test on the traded pair: SD ____ absolute ____ against history _____
- ☐ 7. Strike: distance from spot in standard deviations ____; spot inside the entry zone; target written if off-strike
- ☐ 8. Risk: risk unit ____ × contracts ____ within the position budget; group's worst shared scenario ____ within its budget; capital requirement ____ within what the account will commit

Step 9. The order (Chapters 14, 17)

- ☐ Entry conditions re-checked on the day: spot, curve, event date and time
- ☐ Quote checks passed: live legs, sensible leg volatilities, spread mid consistent with the legs, sensible implied window
- ☐ Walk-away price = fair value \$____ - exit cost \$____ - retained edge \$____ = \$____
- ☐ Complex order, started at the mid or better; stopped at the walk-away price

Step 10. Before sending (Chapter 25)

- ☐ Trigger sheet written: entry zone, curve motion, new events, assignment checks, the front's final week or session, group changes, and the close

C.2 Every Day, Briefly

A trigger that fires sends you to the named chapter's decision. It is not an instruction to act (Chapter 25).

- ☐ Spot ____ inside the entry zone? If not: Chapter 20's menu, starting with whether the position still passes
- ☐ The curve's motion: front rising against the back? If so: re-test the window and the regime (Chapters 6, 7)
- ☐ Any new scheduled event inside either leg's life? If so: re-place it, and re-run Chapter 9's test if the front now holds it
- ☐ In-the-money short call with an ex-date ahead: dividend \$____ against remaining ex-dividend time value \$____ (Chapter 21)
- ☐ Deep in-the-money short put: European value \$____ against intrinsic \$____; at or below it means assignment is expected (Chapter 21)
- ☐ Days until the front's final week (short calendars) or final session (long calendars) _____
- ☐ Group: has a new position joined it? Worst shared scenario still within budget? (Chapter 23)
- ☐ Nothing adjusted because the mark is below entry, and no second adjustment without re-running Part III's tests (Chapter 20)

C.3 Expiration Week, by Structure

Long calendar (Chapters 11, 18, 19)

- ☐ Decision made before the front's final session: close / hold the leftover / sell a new front / convert
- ☐ First question answered: is there a thesis for owning anything after the front expires? If not, close
- ☐ A new front passes every row of Table 19.1: thesis, window, regime, spacing, events, location, execution; rolled as one complex order
- ☐ Settlement: an ETF or stock front near the strike closed or rolled before the final close; an AM-settled index front's last trading session identified (it comes before the settlement value is set)
- ☐ A physically settled front in the money: assignment expected, and the resulting synthetic position planned for (Chapters 18, 21)

Short calendar (Chapters 16, 18)

- ☐ Both legs closed together before the front's final week, on the day fixed at entry
- ☐ If the exit was missed: the residual short closed at the first practical opportunity, with no improvised repair, and the cost recorded

Event calendar (Chapters 9, 22)

- ☐ Announcement date and time confirmed inside the front's life
- ☐ Holding through, unless one of four: the event test fails on the day; the position is too large; the date or time is uncertain; the event has been repriced
- ☐ After the announcement: the leftover is a new position; closed unless a new thesis passes Chapter 18's questions

Double calendar (Chapters 15, 20)

- ☐ Thesis restated: band or two targets
- ☐ If spot has drifted: re-center, collapse, take the target, or close, chosen by that thesis
- ☐ Each side's front handled as a long calendar's above

C.4 After the Close

Attribution (Chapters 10, 17)

- ☐ Template lines recorded, in order: time ____ roll-down ____ spot ____ front window ____ forward window ____ skew ____
- ☐ Execution lines recorded separately: entry ____ exit ____ (and any roll or adjustment ____)
- ☐ Realized result reconciles: template lines plus execution lines equal the cash result _____

Scoring (Chapters 7, 10, 22)

- ☐ Table 10.6's cell: thesis-aligned winner / thesis line beaten elsewhere / lucky trade / thesis-line loss
- ☐ For a window thesis: the window finished above or below what was bought, at ATMF ____ and at the strike ____
- ☐ For an event thesis: move ____ against priced ____; post-event volatility ____ against the standing window _____
- ☐ Each decision scored separately if the position was rolled or adjusted (Chapters 19, 20)

The logs (Chapter 25)

- ☐ Thesis-line totals updated: sum, hit rate, average, kept apart from total P&L and total execution cost
- ☐ Pass log: any candidate passed this week recorded with its step and its condition