

Planning Checklist: Hospitality Sub-Committee

Time Frame	Responsibility	LT	ST
12 to 6 months	Choose and book a block of rooms at host hotel that will meet the following needs:		
	<i>Enough rooms to accommodate athletes and support staff</i>		
	<i>Banquet hall</i>		
	<i>Volunteer hospitality suite</i>		
	<i>Registration Room</i>		
	<i>Room for Draw</i>		
	<i>Proximity to the event site</i>		
	Organize banquet entertainment, if desired		
	Determine transportation needs		
Select best transportation option			
6 to 3 months	Determine banquet menu and estimate number of seats		
	Work with Protocol re: flags, podium PA system for banquet		
	Set Banquet ticket cost for registration form		
	Print banquet tickets		
	Provide transportation information and costs for the announcement, and request team requirements on registration form		
Less than 3 months	Organize refreshments and volunteers to man Volunteer and Athlete hospitality rooms in hotel and at venue		
	Reserve accommodations for Officials as needed		
	Print accreditation IDs for skaters, coaches and officials		
Less than 1 month	Establish a method of communication for transportation needs during event		
	Provide purchased banquet tickets for registration kits		
	Order and arrange for delivery of food as needed		
	Confirm approximate numbers for banquet		
	Finalize transportation requirements		
During Event	Post transportation schedule at the event site and hotel		
	Coordinate transportation requirements		
	Coordinate banquet		
During Event	Coordinate hospitality areas		
	Acknowledge participation of volunteers and sponsors		
	Complete the relevant section of the Final Competition Report in a timely manner to allow submission of the completed Report to SSC within thirty (30) days of the completion of the competition		