

## BC Bantam A Provincial Championships WORKPLAN

<b>Task</b>	<b>Action</b>	<b>Date</b>	<b>Status</b>
First meeting to form organizing committee	SMHA	Nov. 29	√
BCAHA update – receive binder	President SMHA	Nov. 29	
Form sub-groups	SMHA	Nov. 29	√
Select co-chairs	Committee	Nov. 29	
Invite participation from community re newspaper article	Partnerships	Dec. 8	
Invite banquet guest speaker	Banquet	Dec. 14	
Develop event theme	Committee	Dec. 14	
Organizing committee meeting	Co-chairs	Dec. 14	
Review and adjust workplan	Co-chairs	Dec. 14	
Fundraising plan	Fundraising	Dec. 14	
Preliminary budget	Budget	Dec. 14	
Invitation letter for sponsors	Partnerships	Dec. 14	
Contact BC Ferries re travel discount	Partnerships	Dec. 14	
Decide whether to order pins	SMHA	Dec. 19	
Deadline for Teams to declare	Co-Chairs	Jan. 10	
Organizing committee meeting	Co-chairs	Jan. 11	
Review and adjust workplan	Co-chairs	Jan. 11	
Finalize budget	Budget	Jan. 11	
Hospitality plan (accommodations and food for visiting players/families)	Hospitality	Jan. 11	
Solicit ads for tournament program	Tournament	Jan. 11	
Pins ordered?	Tournament	Jan. 11	
Organizing committee meeting	Co-chairs	Jan. 25	
Review and adjust workplan	Co-chairs	Jan. 25	
Banquet event plan	Banquet	Jan. 25	
Book banquet venue	Banquet	Jan. 31	
Book caterer	Banquet	Jan. 31	
Book guest speaker	Banquet	Jan. 31	
Accommodation finalized	Hospitality	Jan. 31	
Book photographer	Tournament	Jan. 31	
Web site and info developed	Partnerships	Jan. 31	
Design tournament program with ads and Sooke team info	Tournament	Feb. 1	
Web site up and info sent to BCAHA	Partnerships	Feb. 8	
Organizational meeting	Co-chairs	Feb. 8	
Opening ceremony plan	Tournament	Feb. 8	
Fundraising status	Fundraising	Feb. 8	
Update to community re newspaper	Partnerships	Feb. 8	
Teams decided (playoffs complete)	Co-chairs	Feb. 28	

Request photos and info from teams for program	Tournament	Feb. 28	
Organizational meeting	Co-chairs	Feb. 29	
Program update	Tournament	Feb. 29	
Fundraising status	Fundraising	Feb. 29	
Banquet program and identify speakers	Banquet	Feb. 29	
Opening ceremonies program and speakers	Tournament	Feb. 29	
Confirm ice times	Tournament	Feb. 29	
Develop tournament program and other materials (e.g. opening ceremonies banners, etc): <ol style="list-style-type: none"> <li>1. Get info from teams</li> <li>2. Get photos from team</li> <li>3. Write text</li> <li>4. Approve text</li> <li>5. Design program/materials</li> <li>6. Finalize design/make any changes</li> <li>7. Send program to printer</li> <li>8. Printed program ready</li> </ol>	Tournament	<ol style="list-style-type: none"> <li>1. Feb. 28</li> <li>2. Feb. 28</li> <li>3. March 1</li> <li>4. March 2</li> <li>5. March 5</li> <li>6. March 10</li> <li>7. March 13</li> <li>8. March 15</li> </ol>	
Fundraising complete – target reached	Fundraising	March 1	
Confirm audio visual for opening ceremonies	Tournament	March 1	
Finalize player gifts/awards	Tournament	March 1	
Confirm catering	Banquet	March 1	
Select banquet MC	Banquet	March 1	
Confirm and liaise with banquet speaker	Banquet	March 1	
Confirm and liaise with opening ceremonies speakers/MC	Tournament	March 1	
Media notices	Partnerships	March 14	
Official and scorekeeping schedule complete	Tournament	March 15	
Notify officials and scorekeepers of schedule	Tournament	March 15	
Finalize game schedule	Tournament	March 15	
Print program materials	Tournament	March 15	
Welcome teams	Partnerships	Mar. 16-18	
Practice ice available	Tournament	Mar. 16-18	
<b>Event: March 18 - 21</b>			
Pay officials	Tournament	Mar. 18-21	
Develop and send thank you ad	Partnerships	Mar. 21	
<b>Post-event: March - April</b>			
Evaluation and short-term post mortem	Committee	April 17	
Supplier liaison/bill payments	Budget	April 30	

Nov. 30/06

## **Sub groups, members, individual roles, and tasks**

### **Co-chairs**

Sue McDonald and one other co-chair TBD

- monitor and update workplan
- ensure sub-groups are appropriately staffed
- book and coordinate meetings
- take minutes, circulate actions to all and provide feedback
- BCAHA liaison
- Smooth issues and troubleshoot

### **Budget**

Julia Gibb, Kevin Mayo

- Develop budget
- Monitor inflow and outflow of funds
- Monitor targets
- Pay bills

### **Fundraising**

Alicia Thompson

- Develop fundraising plan
- Develop fundraising target
- Undertake fundraising activities
- Gaming licence for 50/50 during tournament
- Coordinate 50/50 and schedule sellers

### **Banquet**

Ian Cartwright, Sue McDonald, Suzanne Cleaver, Christina Sullivan

- Banquet
- Banquet Guest Speaker
- Catering
- Banquet venue

### **Hospitality**

Lynda Radcliffe, Linda Soloshy, Dave Bertoia

- Accommodation and group rate
- Food for players/families during event (e.g. concession; coupons for local restaurants; burger buggy)
- Activities for families

## **Partnerships/Sponsors**

Ken Radcliffe, Dave McClimon, Doni Eve, Mike Godin, Kevin Mayo

*Partnerships:* (Doni Eve, Mike Godin, Kevin Mayo)

- Invite and solicit participation from outside SMHA (newspaper article and visit to Chamber)
- Contact BC Ferries re travel discounts
- Promote event to community
- Media promotion and updates in SMHA newsletter
- Information package
- Web site
- Welcome teams
- Monitor and keep track of all contributions to event (e.g. hotel discounts, restaurant coupons, community participation, volunteers, sponsors, etc)
- Thank you ad

*Sponsors:* (Ken Radcliffe, Dave McClimon, Mike Godin)

- Sponsorship plan (e.g. Gold, Silver etc sponsors; Game sponsors)
- Develop sponsor invitation letter
- Solicit sponsors
- Sponsor recognition
- Keep track of all contributors
- Thank you letters for big sponsors

## **Tournament**

Christina Sullivan, Alex or Rose Kirk, Darcy McClimon, Sue McDonald, Ken Radcliffe

- Ice schedule for games
- Practice ice
- Player gifts
- Player awards
- Opening ceremonies
- Closing ceremonies
- Music
- Between game activities
- Tournament program
- Volunteers
- Scorekeepers
- Skills Competition
- Tournament souvenirs for purchase (e.g. T-shirts)
- Schedule photographer
- Sanctions
- Pins