

APPENDIX 4 - INTERNATIONAL ATC HOCKEY TOURNAMENT BID PROPOSAL

At the Wednesday team rep meeting of each Tournament, teams may submit a bid proposal to host the Tournament two years from the current tournament. The proposal must be completed to the extent possible and copies should be made for each team rep. Representatives from the bidding team must have attended the past two Tournaments. At the Friday meeting, team reps will vote to decide the future Tournament location/Host. Results will be based on a simple majority of the team reps present.

When preparing a bid to host a Tournament, there are many things to consider. In fact, the list of things to do and items that must be budgeted for may seem overwhelming and easy to overlook. The best source of information is those that have hosted previously. A list of items to be considered when building a tournament budget is noted below and in Appendix 5, Statement of Earnings.

To fill out the bid proposal, go to page 2 of this Appendix. Answer the listed questions to the extent possible. Start typing anywhere after the questions. If you need to add any other information, list that under question 13. Bring copies of the bid proposal for all of the team reps.

Questions? Contact a Rules Committee Member

Date of Tournament	Screech/Certificates
Registrations Players	Vehicle Rentals
Registrations - Non Players	Hockey Sweaters (old-timers)
Merchandise Sales	Dressing Room Beverages
Corporate Sponsorship	Programs/Literature
Other Sponsorship	First Aid - Medical Coverage
Commissions/Incentives	Insurance
Lotteries/Draws	Administration
Welcome Package	Cell/Long Distance allowance
Meet & Greet	Liquor Expenses - Other
Audio/Video Rental	Team photos/video taping
Transportation to Rinks	Closing Banquet
Transportation - Other	Volunteer Expenses
Hospitality Suite	Merchandise
Team Rep/Rules Committee meetings	ATC Hockey Fund levy of \$5 per person in
Ice Rental	ourney currency
Referees/Scorekeepers	Charitable Donation
Stationary and Signage	Pre-tournament meetings
Beverages/Cups/Ice	
Pucks/Trophies/Prizes	

ATC HOCKEY TOURNAMENT BID PROPOSAL

1. Host Team: Host Chairperson:

2. Tournament Location: Proposed dates:

3. Destination airports(s):
Distance from airport to hotel:
Travel mode to/from airport/hotel:

4. Maximum number of teams for tournament:
How many sheets of ice available?
Game format (example: 15-minute stop clock periods):
Travel Time from hotel to ice rink(s):
Earliest and latest game times each day:
Will games be played on Tuesday?

5. Do you have any contracts or agreements with:
Sporting complex/ice rinks:
Name(s):
Hotel/other Accommodations:
Name(s): Per night rate including taxes: Guaranteed rate?
Bus Company/other Transportation:
Name(s)

6. Will beer and/or liquor be available at no charge to participants in hospitality suite?
If no, details/cost:
Proposed hours of operation for hospitality suite:

7. Will there be an old-timers division?

- 8: Estimated amount of float money requested from the Tournament Fund:

9. Estimated registration fee including \$5 per person Tournament fund levy?
Players: Non-Players:
Currency of quote:
* * * Actual registration fee and/or hotel room must not exceed 110% of this estimate
without Rules Committee approval. * * *

10. Proximity of night life to hotel:
Mode of transportation to/from nightlife:
Considering all events and activities, is a rent car the optimum way to get around or is there
a sufficient mass transit or taxi system?

12. Additional information: