



LOGISTICS FOR HOSTING BRONZE CONFERENCE

Date	Check your calendar for dates available—usually weekends—Friday evening, Saturday and Sunday. Avoid local tournaments, sporting and any other events that may be scheduled in the area.
Time	Day 1: Registration and classroom 6 p.m. – 9 p.m. (usually Friday evening) Day 2: Center open @ 8:30 a.m. for class to start at 9:00 a.m. – 5:00 p.m. Day 3: Center open @ 8:30 a.m. for class to start at 9:00 a.m. – 3:00 p.m. (These times can vary slightly based on Instructor’s classroom schedule/needs.)
Meeting Space	Separate <u>closed</u> meeting room (size 30 ft. x 40 ft. minimum). Tables set up u-shape style for approx. 25 people. <ul style="list-style-type: none"> • Do you consider your center to be “State of the Art?” • Is your meeting space well maintained and not a dual use area such as a bar or nursery? • Sunday room available for morning briefing and for review after lunch (note times listed above).
Number of Lanes on Day 3	10-12* Available from 8:30 a.m. – noon. (*Number of lanes needed based on number of class participants—pre-confirmed with center.)
Number of Bowlers Needed	Minimum 4-6 bowlers with an average of 180 and below will receive a free lesson during on-lane instruction on Day 3. Center to arrange bowlers be there from 8:30 a.m. – 11:30 a.m.
Promotion of Conference	Promotional flyers provided via e-mail to all Local Association Managers and Presidents by USBC Coaching. All local/state/regional Level I coaches as well as current Bronze and Silver coaches (they may audit the class at a reduced rate) are e-mailed information on conference. Event is posted on website- www.bowl.com/coaching Host center is provided promotional flyer for their counter and local promotion of event.
Center Contact	Someone from your center who will be the point person for USBC Coaching staff to coordinate the logistics. We will also need a fax number.
AV Needs	Needs based on instructor setup. <ul style="list-style-type: none"> • LCD projector – Do you have one available? Any fee? – Please advise... • Flip chart or dry erase board with markers. • Screen for LCD projector PowerPoint presentation. • Extension cord or nearby outlet.
Meals	<u>Friday</u> 6:00 p.m. – 9:00 p.m. Water <u>Saturday and Sunday</u> 8:30 a.m. Continental breakfast of coffee, juice and Danish/donuts. <ul style="list-style-type: none"> • Center reimbursed for continental breakfast.** • <i>Optional</i>: 12:00 noon a buffet lunch or choices offered from menu items from your grill or in-house restaurant. • Attendees pay for lunch(s). <p style="text-align: center;">**<i>Invoice USBC Coaching Certification & Development for any applicable expenses</i></p>
<ul style="list-style-type: none"> ▶ **When prior arrangements have been made with USBC Coaching: If the minimum number of 15 attendees is met, host center <i>waives expenses</i> in order to have one of their coaches trained free of charge. ▶ Pre-registration information of waived coach attendee must be sent to USBC Coaching no later than one week prior to start date of conference. ▶ USBC Coaching reserves the right to cancel the conference if the minimum number of paid registrations (15) is not met within 15 days of the start of conference. 	
Please complete & submit <i>Host a Certification Class</i> form on bowl.com or contact coachng@bowl.com for details.	