



## LOGISTICS FOR HOSTING SILVER CONFERENCE

<b>Date</b>	Check your calendar for dates available—usually weekends—all day Friday, Saturday and Sunday. Avoid local tournaments, sporting and any other events that may be scheduled in the area.
<b>Time</b>	Day 1: Registration and classroom. Open at 8:30 a.m. Class from 9:00 a.m. – 5 p.m. (usually begins on Friday) 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.
<b>Meeting Space</b>	Separate <u>closed</u> meeting room (size 30 ft. x 40 ft. minimum). Tables set up u-shape style for approx. 20 people. <ul style="list-style-type: none"> <li>• Do you consider your center to be “State of the Art?”</li> <li>• Is your meeting space well maintained and not a dual use area such a bar or nursery?</li> <li>• Sunday room available for morning briefing and to take an exam after lunch (note times listed above).</li> </ul>
<b>Number of Lanes on Day 3</b>	6-10* Available from 8:30 a.m. – noon. (*Number of lanes needed based on number of class participants—pre-confirmed with center prior to start of conference).
<b>Number of Bowlers Needed</b>	<ul style="list-style-type: none"> <li>• Minimum 4-6 bowlers with an average of 180 and above will receive a free lesson during on-lane instruction on <b>Day 3</b>.</li> <li>• Center to arrange bowlers be there from 8:30 a.m. – 11:30 a.m.</li> </ul>
<b>Promotion of Conference</b>	Promotional flyers provided via e-mail to all Local Association Managers and Presidents by USBC Coaching. All local/state/regional Bronze and current Silver coaches (they my audit class) are e-mailed information on conference. Event is posted on website- <a href="http://www.bowl.com/coaching">www.bowl.com/coaching</a> Host center is provided promotional flyer for their counter and local promotion of event.
<b>Center Contact</b>	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.
<b>AV Needs</b>	Needs based on instructor setup. <ul style="list-style-type: none"> <li>• LCD projector – Do you have one available? Any fee? – Please advise...</li> <li>• Flip chart or dry erase board with markers.</li> <li>• Screen for LCD projector PowerPoint presentation.</li> <li>• Extension cord or nearby outlet.</li> </ul>
<b>Meals</b>	<u>Friday, Saturday and Sunday</u> 8:30 a.m. Continental breakfast of coffee, juice and Danish/donuts. <ul style="list-style-type: none"> <li>• Center reimbursed for continental breakfast.**</li> <li>• <i>Optional</i>: 12:00 noon a buffet lunch or choices offered from menu items from your grill or in-house restaurant.</li> <li>• Attendees pay for lunch(s).</li> </ul> <p style="text-align: center;">**<i>Invoice USBC Coaching Certification &amp; Development for any applicable expenses</i></p>
<b>Payment</b>	Invoice USBC Coaching Certification & Development for expenses (per above).
<ul style="list-style-type: none"> <li>▶ **When prior arrangements have been made with USBC Coaching: If the minimum number of <b>15</b> attendees is met, host center <i>waives expenses</i> in order to have one of their coaches trained free of charge.</li> <li>▶ Pre-registration information of waived coach attendee must be sent to USBC Coaching no later than one week prior to start date of conference.</li> <li>▶ USBC Coaching reserves the right to cancel the conference if the minimum number of paid registrations (<b>15</b>) is not met within 15 days of the start of conference.</li> </ul>	
<b>Please complete &amp; submit <i>Host a Certification Class</i> form on <a href="http://bowl.com">bowl.com</a> or contact <a href="mailto:coachng@bowl.com">coachng@bowl.com</a> for details.</b>	



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