



Booking Facilities

- ❑ Work in conjunction with Skate Canada Manitoba and the Championship & Events Chairperson to determine the amount of ice necessary for hosting the competition.
- ❑ Book ice & hotel rooms as soon as you are awarded the events to ensure availability. Be sure to go and look at the quality and cleanliness of the rooms.
- ❑ For Regional Competitions, work in conjunction with the Regional Supervisor using last year's event as a guide.
- ❑ In addition to ice, other areas within the facility are required:
 - ❑ Officials Hospitality Room
 - ❑ Data Specialist Room
 - ❑ Volunteer Room
 - ❑ Coaches Room
 - ❑ Adequate Change Rooms for male and female athletes
 - ❑ Adequate off-ice warm-up area for athletes
 - ❑ Registration Area
 - ❑ Saleable Items Area
 - ❑ Operations Center
- ❑ Booking space will vary at each event and will be dependent on the facilities available. (Use the previous year's event as a guide when booking facilities.)
- ❑ Try to organize your space so skaters and officials are able to be away from general traffic areas.