



Minnesota Curling Association

Gopher State Women's Curling Association's Annual Bonspiel

Who	What	Tasks and Details
MCA	Participation Pins	The Minnesota Curling Association provides \$300 to Gopher State Association for Participation Pins. G/S President sends written request to MCA Treasurer.
	Publicity	MCA website will post event information and registration form.
GSWCA Board	Registration Form	In collaboration with Host Club (for theme) prepare Event Registration Form, send to all MCA Clubs, to GSWCA contacts, and to the MCA (for website).
	Team Entries	Collect team entries, Keep host club informed of number of team entries. Prepare team check-in list for Welcome Table.
	Prepare Draw	In collaboration with Host Club (for draw times and ice sheet numbers) prepare official Draw Sheet poster with consideration of Team Seeding.
	Participation Pins	Engrave Participation Pins with Year, Deliver to Host Club for distribution Friday night. AJ Schaake 919 St. Clair Avenue (651) 228-9400
	Winners Pins	Order / Purchase Winners & Runners-up Pins for Sunday awarding. Dave MacKinnon / Pin Expressions
	Winner Trophies	Insure four Trophies from previous year's Winners will be at this year's bonspiel.
	USWCA Circuit Fee	Pay stipend to USWCA to register Gopher State Bonspiel as an official Circuit Event.
	G/S Photo Albums Display	Bring Past Gopher State Albums to Host Club.
	Raffle Tickets	Purchase raffle tickets to be sold at Saturday night Social. Raffle baskets to be requested of each entered team.
	Raffle Sales	Have "bank" of money for ticket sales, Conduct Raffle Ticket Sales at Saturday Social, Draw winning ticket numbers.
	Accounting / Recording Keeping	Give Host Club budget for meals, bonspiel expenses.....Deposit Registration Entry Fees.....Reimburse Host Club for Expenses and Ice Rental.....Deposit Raffle Ticket Sales Money.....Prepare Income / Expense Report.
Rules	Have possession of Governing Game Rules and Gopher State By-laws.	
Host Club	Bonspiel Theme	Influence for Club Décor, Saturday Program, Saturday Dinner Gift.
	Host Hotel(s)	Secure block of Hotel Rooms (aim for group discount). Give information to Gopher State President for registration flyer.
	Ice Crew	Arrange for Ice Cleaning and Pebbling between Draws.
	Plan Bonspiel Meals & Bar Service	Meals per Event List (below) and Bar Service as is allowed by Host Club's license and policy. Saturday Night Banquet at Host Club or Local Establishment.
	Participation Packet	Prepare Welcome Packet: Roster of Entered Teams, Schedule of Draw Times and Meals, Participation Pins, Optional: Swag and Treats, Optional: Local Tourist Information.
	Saturday Dinner Printed Program	Per Template: Dinner Grace Song, List of Last Year's Winners, Evening Program Agenda, Friendship Song.
	Welcome Tables	For distribution of Welcome Packets, Table for Album Display. Table for Trophies.
	Draw Sheet Poster	Post official draw sheet in location with easy access to players. Team Names for Ice Sheets: optional.
	Piper for Finals	Bagpiper or CD version of "Scotland the Brave."
	Hospitality	Locker Room Amenities, On Ice (candy, tissues, etc.).
Contingencies	Have list of local Doctors, Dentists...Available Sub Players.	
GSWCA Board and Host ClubTogether	Bonspiel Events	Friday Draw Times Friday Night Bar Service Friday Night Dinner Menu <u>Team Photos - Friday Night</u>
		Saturday Draw Times Saturday Morning Breakfast Saturday Bar Service Saturday Lunch Saturday Social Hour - Hosted or Cash Bar // Raffle Sales Saturday Dinner Menu // optional: Wines at Dinner Tables Saturday Dinner - at each Place Setting: Team Photos, Player Gifts, Printed Programs Saturday Dinner - G/S Program: Opening Prayer Song Dinner G/S President's Remarks, Treasurer's Report, Raffle Winners Announced Friendship Song Saturday Night Entertainment // On-ice games (e.g., draw shot games)
		Sunday Draw Times Sunday Bar Service Sunday Morning Breakfast Sunday Lunch (simple) Finals: Awarding of Pins and Trophies, Photos of Winners