

SOUTHERN EASTERN GREAT LAKES COUNCIL

APPLICATION TO HOST COMPETITION INSTRUCTION SHEET

1. Please fill out all parts of the application. If an area is not pertinent to your competition note Not Applicable. Do not leave blank.
2. If you have any questions regarding filling out the application, please email me: holskate@aol.com or call me at (260) 486-1910. I will answer emails and messages within 48 hours.
3. If an area can't be filled out at the time you are applying, please explain why you are unable to obtain information and when we can expect the same information. Also, if you have preliminary information, please note the same and when you will have the final information. Ex: hotel information, etc.
4. No applications will be accepted after the deadline date noted on the SEGL web page where you obtained the application.
5. We are accepting applications for the next 2 years. If you are able to apply for both years, please fill out 2 applications.
6. Email application(s) to both: Holly Jinks (Competition's Chair), holskate@aol.com and Pam Pangle (President), ppangle@aol.com.

APPLICATION FOR ORGANIZING AND HOSTING

The Southern Eastern Great Lakes Figure Skating Council Competition

Club Information: _____

Address: _____

List any competitions hosted in the past 5 years:

1) _____

2) _____

3) _____

4) _____

If awarded, will this competition be managed by the host club only? (Yes) (No)

If not, please explain:

Why does your club want to host this competition? Is the club willing to include National Solo Dance, Theater on Ice, and/or Synchronized Skating? If not, please explain.

Has your club participated in previous SEGL competitions?

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Host City Information

Proposed Dates of Competition: _____

Name of City: _____

Venue Information:

ITEM DESCRIPTION	Competition/Practice Arena(s)
Name of Arena	
Address of Arena	
Contact Name	
Telephone Number	
Email Address	
Cost of Ice/Hour	
# of Ice Surfaces Available/Secondary Competition Surface	
Ice Surface Size	
Seating Capacity (all surfaces)	Main Venue: Secondary Venue:
# of Zambonis	
# of Dressing Rooms	
# of Function Rooms Available	
Is an existing medical/training room available for use during the events and practice ice?	
Does arena have a restaurant available and open during competition?	
Can food and/or beverages be brought in?	
Is there free parking? How many parking spaces available for event staff?	
Can merchandise be sold according to USFSA specifications?	

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Item Description	Competition/Practice Arena(s)
Is there space in the main/secondary events for USFSA officials, etc., to be seated rinkside with clear views of the ice surface?	
Please attach arena diagrams showing ice entrances/exits, Zamboni entrances, etc.	
Is there a space for the accounting personnel that is quiet and away from nonessential people? How far from the judging area?	

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HOTEL INFORMATION:

Item Description	Official Hotel	Secondary Hotel	Tertiary Hotel
Hotel Name:			
Address:			
Contact Name: Telephone Number: Email Address:			
# of rooms available			
# of complimentary rooms			
Proposed rate(s)			
Are rates guaranteed?			
# of available meeting rooms/cost?			
Complimentary or paid parking? Cost?			
# of restaurants at hotel or nearby			
Type of menus/price range			
Hours of operation			
Will hotel offer group rates? Block rooms?			

Please provide an area map showing venue location(s), hotels and nearby restaurants.

Please include a listing of available additional hotels (if the official hotels do not provide a sufficient number of rooms).

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TRANSPORTATION INFORMATION

Name of nearest airport	
Major airlines serving area	
Distance to proposed hotels from airport	
Is transportation available from airport? If so, what is the cost?	
Will complimentary transportation be provided for arrival & departure of officials?	
Distance to competition arena from airport?	
Distance to competition arena from hotel?	
Will a shuttle system be provided between hotels and venues?	
Is there a potential traffic problem getting between the hotels and venue?	

GENERAL INFORMATION

- 1) Please present the reasons why the Southern Eastern Great Lakes Figure Skating Council should be award this competition to the applicant club(s)?
- 2) Please attach a proposed LOC organizational chart including, if planned, outside organization involvement.
- 3) If selected, the host/organizers must sign an Agreement to Host between the host/organizers and SEGL.

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This application was prepared by:

Name _____

Address _____

Daytime Phone (____) _____

Evening Phone (____) _____

Email Address: _____

Signature of Preparer _____

(Please Print Name Below)

**This application meets with the approval of the Board of Directors of the Applicant Club(s) or Inter-Club Association and Applicant is willing to submit further information upon request.*

Club President Signature _____

(Please Print Name Below)

PLEASE EMAIL APPLICATION TO: hol skate@aol.com (Holly Jinks, Competitions Chair SEGL) and ppangle@aol.com (Pam Pangle, President SEGL)