**Vegreville Hockey Tournament**

**Action Plan**

| **No.** | **Description** | **By Whom** | **Due Date** | **Date Completed** |
| --- | --- | --- | --- | --- |
|  | Receive funds $1600 from **Treasurer** – Kyle Bodnarchuckkyleb@wildeag.ca  |  |  |  |
|  | Confirm available ice time Jessica Klassen - Klassen.jess5@gmail.com  |  |  |  |
|  | Hotel rooms are already blocked out for each tournament weekend – for more info, contact Michelle Gladys – dmglad@telus.net  |  |  |  |
|  | Prepare preliminary budget |  |  |  |
|  | Order trophies/medals/dog tags (trophies.com or Vegteg Engraving or other) |  |  |  |
|  | Inform and communicate with parents:* raffle table contribution (depending on your plan)
* Volunteer schedule for tournament
* Hall of Fame information (if doing)
 |  |  |  |
|  | Confirm the 3 teams per host team and hand in completed registration forms and fees to VDMH treasurer  |  |  |  |
|  | Collect or purchase all raffle table contributions. Ensure a mix of prizes between kids, adults, girls and boys. |  |  |  |
|  | Submit lottery license request to:**Tournament and Travel Permit Coordinator** – Michelle Gladysdmglad@telus.net 780-632-1311(Minimum 10 days prior to tournament) |  |  |  |
|  | Create game schedule - send final copy to teams coming and to **Ice Assigner** - Jessica KlassenKlassen.jess5@gmail.com 780-603-8282and **Referee Assignor -** Stephanie MacComishmaccomishs@gmail.com780-632-8932 |  |  |  |
|  | 50/50 purchase tickets - or print off control sheets. Sales during 1st and 2nd period, draw at the beginning of 3rd period |  |  |  |
|  | Create Welcome sign and info directing people to upstairs? |  |  |  |
|  | Make concession vouchers for every player, approx. $4/voucher, put in coaches package (if doing) |  |  |  |
|  | Submit all team lists for program creation (if doing) |  |  |  |
|  | Complete Hall of Fame photos (if doing) |  |  |  |
|  | Loonie stick - purchase or get donated, need both left and right sticks (if doing) |  |  |  |
|  | Make a Raffle Table poster for the winner’s info containing item, ticket number and name. |   |  |  |
|  | 100 square - Purchase or get donated 2-4 larger items i.e. hockey bag, street hockey set, hockey tickets |  |  |  |
|  | Make program - include schedule, tournament rules, fair play agreement, list of team and players. Thank you to sponsors |  |  |  |
|  | Label game sheets prior to tournament, put in time keeper package to be kept in the box |  |  |  |
|  | Pick up floats |  |  |  |
|  | Prepare Goodie/locker room bags |  |  |  |
|  | Complete and post Volunteer Schedule |  |  |  |
|  | Coaches packages - Tournament rules, fair play agreement, Concession vouchers |  |  |  |
|  | Time keeper package - game sheets, heart and hustle slips, pens tournament rules |  |  |  |
|  | Create hall of fame picture of all Vegreville players (optional) post in front foyer |  |  |  |
|  | Create a Game board to display the results of each game |  |  |  |
|  | Get float for 50/50, and raffle tables |  |  |  |
|  | Set up Raffle table, 100 square, Loonie stick and Memory Lane tables upstairs |  |  |  |
|  | Distribute Goodie Bags and Snacks to dressing rooms |  |  |  |
|  | **POST COPY OF RAFFLE LICENSES #s** |  |  |  |
|  | Compile and complete revenue and expense form, submit all monies, receipts, left over ticket, (gamesheets, 24 hrs.) etc. to tournament coordinator within one week of completion of the tournament |  |  |  |