

State Bowling Bonspiel **Function Requirements:**

- Date** - To be held in October annually. State Board to approve dates. Do not book facilities without State Approval.
- Day** - Friday night social. Bowling on Saturday and Sunday mornings.
- Protocol** - Contact the State Protocol Director for direction with respect to Mass and banquet assignments and seating.
- Reserved seating must be arranged for the State Board officers and their spouses.
- Mass** - Mass to be held Saturday evening - contact the State Chaplain to officiate if available
If not a regularly scheduled Mass, the State Church Director will assign ministries.
- Facilities** - Hall sufficient for approximately 150 guests, Lane bookings for 24 teams.
- Social** - Friday night - social with lunch - light entertainment
- Banquet** - Catering facilities to provide dinner and lunches and fully stocked refreshment bar.
- Entertainment to follow Banquet. Host to choose but should be appropriate.
- Speakers** - State Deputy or his designate must be invited to speak and to make presentations to winners of events.
- Attendance** - State Board Members and their wives and registered teams and guests
- Accommodations**
- Local hotels and/or billeting - must have sufficient accommodation for attendees and be booked for our exclusive use to permit those attending to pre book at the time of their pre-registration.
- Budget** - The committee must present a balanced budget, a program, and potential dates, to the State Board in time for their consideration of all applications and to provide final approval 90 days prior to the event.
- Trophies** - Committee/Chairman handles draw/scoring/timing, Master of Ceremonies
- Committee responsible for prizes for all events.
- Contact the State Administrative Secretary for the State Plaques.
Host to advise winners to State Office and pay for cost of engraving.
- Advertising** - The committee is to prepare copy ready material in the form of a brochure or folder for distribution by the State Office in their regular mail out in time for councils to make proper decisions and pre-register for the event. In the event a regular mail out from the state office is not suitable - address labels will be made available to the committee to facilitate their direct mailing to councils, etc. This can only be sent to councils after proper board approval of the date, facilities, budget and program has been completed and the host council formally notified.
- Public Relations**
- Event results and photos of winners to be submitted to the State Public Relations Chairman and winners list to the State Administrative Secretary as soon as possible after the event.
- Options:** - Primarily a State Event but can also support local presentations and events such as Council Anniversaries, Special Member Awards, but these should be in conjunction with a formal dinner or banquet.