



Logistics for Hosting a Bronze Conference

Date	Check calendar for availability - usually weekends. Avoid local tournaments and sporting events scheduled in the area.
Time	Day 1: Open @ 8:30 a.m. for class to start at 9:00 a.m. - 5:00 p.m. Day 2: Open @ 8:30 a.m. for class to start at 9:00 a.m. - 5:00 p.m.
Space	Closed meeting room (30'x 40'min). Tables and chairs for 20-30 people.
Lanes	Approximately 10-12 available 8:30 a.m.-noon on last day of conference. Lanes based on number of class participants and will be pre-determined with the center.
Bowlers	Minimum 4-6 averaging 180 or less. They receive a free lesson during the on-lane portion of day two. Center signs up bowlers to attend free lessons.
Contact	Bowling center contact needed for USBC Coaching to coordinate logistics.
Promotion	Registration form e-mailed to contact to share with Center hosting the conference, posted on bowl.com and USBC Coaching Facebook page. e-mail sent to all Level I certified coaches in the area.
Audio Visual	Based on instructor setup: <ul style="list-style-type: none"> • Projector & screen or large LCD TV monitor (70" +) • Flip chart or dry erase board • Electrical outlet(s) and extension cord(s)
Meals	<ul style="list-style-type: none"> • Breakfast - "continental" coffee, juice, danish etc. (<i>Center reimbursed if needed</i>) • Lunch (optional) Meal catered by center or choices from grill or in-house restaurant. (<i>Attendees pay for their own meals.</i>)
<p>When the attendee minimum requirement is met the host center will waive expenses to have one coach attend free. This must be arranged with USBC Coaching and pre-registration information must be sent no later than one week before the class.</p> <p>USBC Coaching reserves the right to cancel a class if a minimum number of paid registrations is not met within two weeks of the class start date.</p>	