
PRINCE GEORGE

“ B.C.’s Northern Event Centre ”



EVENT PLANNING GUIDE

How to access services and resources

How to plan and run a successful event

PRINCE GEORGE EVENT PLANNING GUIDE

Table of Contents

1) Prince George's Event Hosting Strategy.....	1
2) Bid Process.....	4
A. Understanding Your Community	4
B. Bid Opportunities.....	4
C. Preparing The Bid.....	4
I) Format	4
II) Form a Committee	5
III) Preparing the Information.....	5
IV) Evaluate	6
V) Approval.....	7
VI) Stakeholders	7
VII) Pitfalls	7
a) During the Bid Process.....	7
b) During the Bid Presentation.....	7
2) Organizing The Event.....	9
A. Prime Ingredients	9
I) Programming.....	9
II) Marketing and Promotions	9
III) Volunteers.....	12
B. Physical Requirements	17
I) Equipment.....	17
II) Facilities.....	18
III) Food and Beverage Services	20
IV) Accommodations	21
V) Transportation	22
C. Managing The Event.....	23
VI) Registration.....	23
VII) Communications	23
VIII) Box Office/Ticket Operations.....	23
IX) Security and Policing.....	24
X) Risk Management and Emergency Procedures.....	24
XI) Insurance	25
XII) Fundraising and Sponsorships	26
3) Evaluation	28
4) Contact List	29

PRINCE GEORGE EVENT PLANNING GUIDE

Appendixes

A) Event Grants	30
B) Sample Event Committee Structure	32
C) Food and Beverage Checklist.....	33
D) Accommodations	35
E) Travel.....	36
F) Registration Checklist.....	37
G) Event Risk Checklist.....	38
H) Sample Evaluation Forms.....	39
I) Community Contact List.....	42
J) Sample Bid Application-Senior Games.....	48

PRINCE GEORGE EVENT PLANNING GUIDE

1) Prince George's Event Hosting Strategy

Mission

To host new events while continuing to support and strengthen existing events, which add to the sustainability of tourism and the enhancement of the city's image.

Strategy

The City has and will continue to support groups in their efforts to host events. The following five goals and action plan have been developed that when implemented are designed to assist in the growth of new events and nurture the continued success of existing events.



Goal #1 - Promote Prince George as an event hosting community.

Objectives:

- Develop a 'brand name' or 'title' that is identified with Prince George.
- Work with the PGDC to develop an appropriate marketing program, which includes products and messages that are in sync with the overall city marketing strategy.
- Encourage community involvement in and understanding of the value of events to the community.
- Facilitate joint marketing ventures between groups (partnering).
- Encourage event packaging by familiarizing groups with available services.

Goal #2 - Facilitate training programs for event organizers.

Objectives:

- Provide training in areas such as sponsorships, media relations, fund-raising, marketing, and volunteers.
- Staging of Networking Evenings, to provide event organizers with the opportunity to network, to advocate and to discuss issues such as sharing resources and ideas, partnerships with local businesses, information and training with guest speakers and workshops and updates of the event hosting strategy.

Goal #3 - Develop standardized bid packages.

Objectives:

- Gather and include relevant community information for use in the bid process.
- Work with PGDC in the development of this product.
- Maintain a library and history of bids for future reference.
- Make bid packages available free to groups in formats such as print, hard disc and cd-rom format.

PRINCE GEORGE EVENT PLANNING GUIDE

Goal #4 - Provide support for new and existing events.

Objectives:

- Promote awareness of Event Grants (*see Appendix A*) for new events through new releases, city web site, leisure guide, and mail out campaign to organizations.
- Internal education of city employee's that come in contact with community organizations that have an interest in bidding to host an event in Prince George.
- Assign Leisure Services staff to liaise with host group for national and international level event.
- Provide package of information on services available for annual events organizers.
- Develop and maintain an "Event Calendar".
- Prepare and distribute an "Event Planning Guide" for use by event organizers.
- Develop 'corporate partners' program to assist event organizers in meeting bidding and hosting needs.
- Improve existing and construct new facilities to meet national hosting standards.
- Develop Social, Health, Cultural and Economic Impact Assessment tools that can assist the community to better understand the impact of hosting events.
- Consider establishing an advisory group to assist with implementation and on-going strategy support.

Goal #5 - Increase the number of national and international events.

Objectives:

- Strive to host a minimum of one national or international event each year, in particular one that provides major television network coverage.
- Maintain presence in organizations that assist in identifying major events that can be hosted in our community.

Action Plan

A. Near Term

- Support in principle from Council for Strategy. (Oct. 1)
- Circulate Event Hosting Strategy and Guide for comment and amend as required.
- Public Launch of Strategy and Guide during Civic Centre Ambassadors Breakfast (Oct/04/01).
- Maintain 10-year community history of events hosted and gather copies of bid submissions and materials for reference library.
- Continue to promote awareness of Event Tourism Grants externally and internally.
- Identify organizations that may assist in furthering event hosting and determine level and type of presence that should be considered (i.e. memberships).

B. Short Term (Nov./01 – June/02)

- Work with PGDC on marketing products and overall program including standardized bid packages, and calendar of events.
- Develop corporate sponsor opportunities and recommend bids.
- Identify national/international hosting opportunities and recommend bids.

C. Long Term (July/02 – July/04)

- Provide Networking opportunities for organizations

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- Develop training opportunities.
- Develop partnering and package opportunities.
- Develop Social and Economic Impact Assessment tools.
- Develop “Welcome Home Program” in support of local teams and individuals that represent our community at an event.
- Develop Legacy Programs that support the Hosting Strategy
- Update Event Guide and Calendar on annual basis.
- Consider establishing advisory body.

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2) Bid Process

Prior to preparing a bid, an assessment of the organization's capabilities to organize the event, the objectives, the potential theme(s) and the desired success of the event needs to be considered. A committee can be formed to develop the idea further and to assess the potential of the event. The following are some suggestions to consider.

A. Understanding Your Community Profile

- Facilities – specifications and standards, capacities
- Organizations – contacts, hosting experience, volunteer capacity, leadership
- Corporate Attitudes and Interests – local business associations, Chamber of Commerce
- Service Capacities – accommodations, food service, internal and external transportation,
- Community Attractions – Tourism Highlights

B. Bid Opportunities

- Research event opportunities with local and regional organizations
- Check the marketing goals of Facility Owners
- Review event hosting opportunities of Provincial and National and International Organizations
- Review published hosting opportunities through the web/internet search
- Request a copy of Bid Guidelines
- How many competitors, participants or delegates? Do you have enough facilities to host the event? Are the facilities available?
- What are the dates of the event? Is it in conflict with other events or happenings in the community?
- What costs are required to apply to Bid on the event i.e. SANCTION FEES? SITE REVIEWS?
- What are the time lines given to prepare the bid and submit to the Event Rights Holder?
- Who is responsible to act as 'legal host' of the event?
- Is the event affordable?
- Prepare a Feasibility Report on Hosting the Event in Your Community.
- What steps are required to go the next stage? Is there funding?

C. Preparing the Bid

D) Format

- Determine cost of Actual Bid
- Bid Document – What form? Print type, glossy, pictures, binding
- CD Format?
- Bid Video? Community Video?
- Site review? Make a SHOW

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II) Form a Committee

- Political and Profile Needs
- Experience with Operational Needs i.e. Technical, Services, Financing, Special Events etc.
- Outline roles and expectations of committee members
- Outline work schedules and deadlines for developing the bid.

III) Preparing the Information

- Review the Bid Guidelines with the Bid Committee
- Begin the 'Intelligence Work' or research – Info from other event holders. Are there reports available? Contact those involved in hosting past events. Did the Event make money – lose money?
- Outline information required to complete each operational section of the Bid Proposal – Who is to get the information? Who is to prepare the report?
- Schedule events – set deadlines with the Bid Committee to review the information/assess the progress of the development of the Bid.
- Develop the financial plan in conjunction with the Bid Committee members. Outline a proposed event budget.
- Develop a fundraising scheme to meet the needs of the budget.
- Determine the cost of the Bid – committee work – Bid document printing, site review, bid presentations (travel)
- General Community Profile – Highlights of the Community Make-up
- Community Event Hosting Experience
- General transportation, food service capacities
- Community Attractions
- Community Achievements
- Community Volunteer Resources
- Specific Background and Experiences
- Facility Capacity – Standards/Specifications
- Event Plans – i.e. Transportation, Food Service, Registration
- Ceremonies and Special events
- Event Leadership and Organizational Plan
- Municipal and Community Support
- Proposed Event Budget
- Fundraising Plan
- Marketing Plan – ticket sales
- Media and Promotions
- Other Special Features
- Legacy Proposals

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IV) Evaluate

- Review bid with groups
- Review bid with community associations/service groups
- Review bid information with a small cross section of key decision makers
- Review bid with *experienced* persons in the community and within the event business
- Review the bid with corporate stakeholders
- Review the bid with the media
- Review bid and Financial Plan with financing partners
- Refine and make changes to the information.



V) Approval

- Reports to Political bodies? Who presents? What format? What style? Outline what organizations are committing to and are responsible for?
- Presentation to the Community
- Plan to win all phases of the Bid
- Get 110% Community Support – How to Present and Display this support?
- Practice ‘Due Diligence’ throughout
- Remember the Athlete, Participant, or Delegate
- Think HUGE – BEST EVER – grow the attitude
- Accept the Challenges, the Assets and the Liabilities
- What is UNIQUE to the event? How can our community embellish this?
- Bring a Creative artist to the committee to add an ‘out of the box’ dimension

DETERMINE WHO WILL BE THE HOSTING ORGANIZING GROUP

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VI) Stakeholders

- Most bid initiatives for major events are put together by Bid Committees that utilize the operating philosophy of “Participant Centered, Volunteer Driven, Community Based”
- A bid initiative for a major event is essentially an effort to bring a positive event to your community that requires a “buy-in” from a variety of key stakeholder groups
- Along the way, some of these stakeholder groups may present some challenges to the Bid Committee in their task:
 - Federal Government
 - Provincial Government
 - Municipal Government
 - Corporate Community
 - Educational Community
 - Sports Community
 - Media
 - General Public



VII) Pitfalls

a) During the Bid Process

- Overconfidence; respect the event right holder, the event and your competition
- Lack of knowledge about the key success factors established by the event rights holder
- Lack of support from all key stakeholder groups
 - Political
 - Corporate
 - Educational
 - Sports
 - Media
 - General public
- Lack of a measurable outcome for community support
- Not abiding by the bid submission schedule set by the event rights holder
- Not event the technical requirements of the bid
- Not having a realistic, defensible budget
- Not reaching out to the community at-large (e.g. women, aboriginal groups, francophone, etc.) to assist in the planning, organizing and staging of the event.
- Repeating the mistakes of pervious bid initiatives

b) During The Bid Presentation

- Lack of knowledge about the key success factors established by the event rights holder

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- Lack of knowledge about the bid evaluation team (e.g. biographies, dietary concerns, language issues, etc.)
- Lack of a measurable outcome for community support
- Not confirming facility availability during the event
- Lack of comprehensive local print, radio and TV media coverage
- Lack of a detailed minute by minute schedule that has been rehearsed and communicated to all partners in the bid initiative
- Lack of a comprehensive transportation system in place during the site visit (e.g. detailed and timed travel routes), including back-up transportation contingencies (e.g. tour bus breakdowns)
- Lack of a comprehensive communication system in place during the site visit
- Lack of a contingency plan for all types of weather during the site visit
- “Be flexible and have a good sense of humor”

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3) Organizing The Event

A. Prime Ingredients

I) Programming

Designing the program is the one of the most exciting aspects of planning the event. You must determine the specific activities that you would like to have at your event. The program should fall within your broad mission statement and it should meet your goals and objectives. Consider the following factors when determining your program.

- What is the target date for this event?
- How many days will the event be?
- Where will the event be held?
- What is the event style or format?
- How much space does the event require?
- Has the event been run before? What were the results?
- How many people will be in attendance?
- Who is target audience?
- What is the budget?
- Is this a rate-sensitive group?
- What quality hotel or facility is desired?
- What is the maximum room rate to be considered?
- How shall we contact the prospective audience?
- Who will produce the invitations or solicitations?
- Will there be printed educational materials?
- Will there be a printed program for distribution?
- Who are the speakers?
- How shall they be retained?
- What will the audiovisual requirements be?
- How many food and beverage events will there be?
- Will spouses and families attend as well?
- Will there be special activities for attendees? For attendees and families? For spouses and families?
- Who will pay for their activities?
- Will we be responsible for their transportation, or will travel be on their own?
- Will there be a fee for attendance?
- Other special provisions *i.e. people with disabilities*

II) Marketing and Promotions

Marketing will be crucial to the success of the entire event. You may have planned and organized a tremendous event, but if no one knows what you are

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doing or when, attendance and ticket sales will fall far short of your expectations. Consider developing a marketing plan which should include:

- Who are your event participants?
- Purpose of the event
- Target market(s)
- Available resources, including money, people and equipment to implement the marketing plan
- Person(s)/committee(s) responsible for marketing
- Action plan with a timeline

Once you know your audience, you can use the following methods to reach out and “touch them”:

- Advertisement
- Current customer
- E-mail blast
- Fax distribution list
- Mailing list
- Networking
- Partnership with other organizations
- Past attendee
- Press release/media
- Referral
- Web site
- Word of mouth

Create a marketing plan using a combination of the preceding distribution methods. Understand your potential audience and make sure you have determined the best way to reach these people.

i. Hardcopy

Brochures are expensive, but they set the image for the event. Plus, many people just like something they can touch. Brochures need to have visual impact. Professional, well-written brochures or flyers are a must. Use color if possible and a good-quality paper.

Before you set your sights on a specific brochure design, paper, color, size, and so on, determine the costs. You may even want to hire a desktop publisher to design the pieces. It will most likely cost more money than doing it yourself, but the expertise is worth it. A designer will know how to design a brochure that fits your budget and will also understand design techniques that will capture your audience’s attention.

Brochures also need strong content. Be sure your promotional materials include the following:

- Event title
- Event days of the week and date(s)
- Event agenda including times
- Speakers with brief bios
- Location, address, phone, fax, e-mail, web site
- Who should attend

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- Benefits of attending
- Goals and objectives (from the attendees' perspective)
- Testimonials from previous attendees, if applicable
- Registration fees and deadline
- Special incentive offers for early or multiple registrations
- Sponsors
- Exhibitors if applicable
- Housing information (name of facilities, address, rates, and a ULR) and cutoff dates
- Spouse/guest activities
- Airline and ground transportation information
- Complete registration form
- Online registration information



ii. Internet

Technology is making it easier to promote your event and events. Today you can advertise, register, customize, and keep track of attendees online.

If your organization has a Web site, put your event information on it. Event information is dynamic, and should be updated frequently. When attendees know they can get current, accurate information about the event on the Web—they will. It's cost efficient.

Another efficient communication tool these days is the e-mail distribution list. Who doesn't have an e-mail address anymore? You can easily create distribution lists of your targeted audience and e-mail people short and sweet informational notes. Use this method to tell them to "save the date," to point them to your event Web site, and to send them important event updates.

Up and coming in online event and event marketing are some new Web sites that help you get the word out. They are companies that help you create customized e-mail, announcements, and invitations online. They work as follows.

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Go to their Web site, and complete templates about an upcoming event. They even allow you to use your logo. You provide an e-mail address list of potential attendees, and the software creates a personalized e-mail from “your organization.” One of the great features is that the software allows you to require, track, and manage RSVP’s. If you need to send reminders, you can do that, too. These programs offer a lot of features and flexibility, more than we can describe here.

Check out Senada.com (www.senada.com) and Cvent.com (www.cvent.com) for examples.

iii. Ads

Advertise in your trade publications and other regional or local publications. Newsletters are also a good place to reach potential attendees. Print ads can be expensive, so be sure you are reaching the right audience.

a) Publicity

There are many opportunities for a non-profit organization to obtain coverage at little or no cost. Invite the media out to your events and use your story to obtain coverage. Create a good working relationship with the media and keep in mind that their time is at a premium.

Media releases

A media release should:

- Identify a contact person with a phone number
- Indicate the date, location and time
- Provide a brief description of the event
- Be proofed for accuracy of information
- Be under a page in length.

Timing Is Key

Start early. Some organizations plan their annual event dates 5 to 10 years in advance. Do what makes sense in your situation, but the earlier you get on people’s calendars the better. You also need to avoid scheduling over other event’s so it helps to know when the key events in your industry are held.

III) Volunteers

One of the first tasks of a successful Bid Committee, in the case of a competitive bid process, or an Ad Hoc Committee initiating a new event is to determine the operational structure of the Host Organizing Committee. (*see APPENDIX B*)

During this transition process, clearly defined lines of authority, roles and responsibilities of the Host Organizing Committee will be determined and implemented. In most cases, the new organization will also be incorporated.

One of the major keys to the planning, organizing and staging of any successful major event is the recruitment, training and mobilization of a large, experienced and committed volunteer base. The infrastructure for acquiring such a volunteer base may exist within many communities, as evidenced by the successful hosting of previous

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events in the community, however, a number of issues must be considered and successfully dealt with before this end result can be achieved.

The Volunteer Committee/Division of any Host Organizing Committee is usually charged with all the personnel management functions for the number of volunteers required to plan, organize and stage any major event. In carrying out its mandate, the Volunteer Committee/Division should develop and implement a volunteer management program that will outline its responsibilities in the following five major operational areas:

- Recruitment and Assessment
- Orientation and Training
- Registration and Accreditation
- Event Operations and Services
- Recognition

The guiding principle of the Volunteer Committee /Division should be to create an “participant centered and customer service” focus within all its operating parameters, as the friendliness and enthusiasm shown by its volunteers in response to any challenge will be long remembered by each participant and visitor.

It should also be noted that the Volunteer Program of any major event lends itself well to corporate support. This may provide an opportunity for the Host Organizing Committee to secure sufficient financial support to offset the costs of the Volunteer Program.

Recruitment and Assessment

Most of the effort of the Host Organizing Committee’s volunteer management program should be aimed at the effective procurement and use of volunteers. The population base of the host community and the membership base of its organized event community, guarantees that a certain number of volunteers can be acquired for the event. However, there are a number of other specific segments within a community that should also be targeted including, but not limited to, the following:

- Professional business community at-large
- Service clubs (e.g.: Rotary, Lions)
- Schools (e.g. Teachers Association)
- Sponsor corporations (e.g.Canfor, Air Canada, Zellars)
- Political groups (e.g. municipal, provincial and federal employees)
- Associations (e.g. Event Professionals International, sororities)
- Clubs (e.g. Boy Scouts, Girl Guides)

The methodology and timing of reaching each of these target groups is somewhat different based on the level of volunteer that is being recruited by the Host Organizing committee.

The basic framework for any volunteer management program of a major event usually encompasses three main levels of volunteers. These levels include the following:

1. Board of Directors/Executive Committee

- Recruited 1 to 4 years in advance of the major event
- Recruited for a high level of specific expertise and experience

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- Main method of recruitment is networking contacts by the Bid/Ad Hoc Committee; Host Society using a “business model” approach including ads in the Career Section of the Citizen (Games media partner) and interviewing of short listed candidates.
2. *Committee/Division Senior Management Team*
 - Recruited 1 to 11/2 years in advance of the major event
 - Recruited for a medium to high level of specific expertise and experience
 - Main method of recruitment is networking contacts by the Event Organizing Committee’s Board of Directors; Host Society’s “business model” approach for recruiting volunteers for the Board of Directors may provide several candidates for this level of volunteer
 3. *General Volunteers*
 - Recruited 6+ months in advance of the major event
 - Recruited for a low to medium level of specific expertise and experience
 - Main method of recruitment is utilizing the print, radio and TV media partners for the major event (e.g. PSAs, live interviews), poster campaign and community events campaign; Host Society could also make use of the direct presentation method to specific targeted groups

As noted in the above descriptions of recruitment methods for the three levels of volunteers, the timing of reaching these volunteer candidates is somewhat different. It is important that the Host Organizing Committee identify acceptable attrition levels for all volunteers, and assess the potential attrition of each individual as they are processed. For example, some major sports event figures indicate that there is a 50% attrition rate of early General Volunteer recruits for only a 5% rate for people recruited in the last 6 months before the event. In this regard, early recruitment should, therefore, only focus on finding qualified volunteers for the leadership positions within the Host Organizing Committee while General Volunteers are recruited much closer to the event.

In addition, one of the main factors for a successful volunteer recruitment campaign is ensuring that wide media support in the community is in place. Print, radio and TV media partners must be secured early in the process to allow the Host Organizing committee the opportunity to utilize these resources for recruitment of all targeted groups (e.g. PSAs, live interviews, etc.)

The aim of any Host Organizing Committee should be to provide the best volunteers from the pool of volunteers that are actually registered. In this regard, the organization’s volunteer assessment program should carefully identify the skill set of each volunteer, and determine the best fit of volunteer skills with the job requirements established by the organization’s other operating committees/divisions. The assessment program should include a volunteer screening process (e.g. criminal reference background check for each individual) that is consistent with the event rights holder’s policy.

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For example, the application process for the Canadian Special Olympics 2000 Winter Games (Ottawa) Host Society volunteer program was as follows:

1. Completion of Volunteer Application form and Consent and Authorization for Police Register Check Form
2. Completion of Criminal Reference Check (CRC)
3. Letter of Confirmation
4. Assessment of Skills and Qualifications
5. Orientation and Training
6. Assignment and Scheduling

The assessment program should involve a review of the volunteer applicant's registration information as well as any additional documentation requested by the Host Organizing Committee (e.g. skills inventory questionnaire). These can be administered indirectly (e.g. by e-mail) and/or directly by interviewers who interview the volunteers in order to determine the "best fit" of volunteer skills with the job requirements.

The assessment program should also be age sensitive. For example, many major event events have no minimum age requirement for volunteers. However, specific positions within the Host Organizing Committee will require skills and/or abilities that could only be performed by an adult (e.g. medical, security, etc.). In these instances, individuals over the age of 18 years will be placed in those positions, as there are usually many other volunteer opportunities that will be suitable for children and teens. At the same time, seniors should not be placed in volunteer positions that are physically demanding beyond their abilities.

Orientation and Training

As the major event approaches, all event volunteers should receive a basic orientation to the event rights holder and the event itself prior to the event. In addition, an in-depth training and orientation to their job specific role and the Host Organizing committee's expectations of them in relation to the responsibilities to be assumed by them should be conducted. These sessions can be held separately or concurrently, and also can be targeted to specific volunteer levels.



Training and orientation sessions for the leadership structure of the Host Organizing Committee can bring energy, enthusiasm, professionalism and teamwork to the forefront over

A one to two day session. It is very important to educate the volunteer leadership about the event rights holder and its event in such areas as history, mission statement, objectives, structure, roles and responsibilities, stakeholder info, sponsor info, event info, etc.

At the same time, General Volunteer orientation is just as important, as it is designed to win over and motivate the volunteer

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force by showing them that they are part of an important and competently organized event. It also introduces these volunteers to the events rights holder, the dynamics of the event, and puts them into contact with their respective operating committees/divisions and their leaders for future job-related briefing and training.

Some Host Organizing committees of major event events have also partnered with local/provincial/national tourism stakeholders to implement “super host” or hospitality training for all volunteers (not usually mandatory). The objective of this additional training is to ensure that visitors to the event will experience not only the knowledge, willingness and ability of the event’s volunteers to respond to the special needs of the participants and the visitors, but also their friendliness and hospitality.

Registration and Accreditation

All volunteer applicants that are accepted for any major event should be registered and accredited.

Information taken from the volunteer application form can be used for registration of the applicant and facilitate the assigning, scheduling, outfitting and accreditation of the individual. The registration database used by the Host Organizing committee (e.g. MS Access) should capture all the necessary information to allow the aforementioned tasks to be completed. Now, it is not uncommon to find Host Organizing committees designing and implementing their own special computer programs for this purpose.

Host Organizing Committees should also be aware of the pressures that registration data entry places upon the organization’s resources. Since the larger the volunteer requirement, the larger the requirement for adequate data entry resources, and since the majority of volunteers register as close to the event as possible, it is very important that the Host Organizing Committee allocate sufficient resources to adequately address these challenges.

Depending on the nature of the major event, accreditation can take the form of either photo or non-photo identification. With technology becoming more user friendly in this area, the use of photo identification is becoming more prevalent. Accreditation of all volunteers is necessary to allow the event’s security personnel to control access to all of the event’s functions, services and venues.

Event Operations and Services

The Host Organizing Committee’s volunteer management program must also take into consideration the requirements of the volunteers during the duration of the actual event. These requirements include, but are not limited to, the following:

- Volunteer handbook
- Volunteer operations centre (assigning and scheduling)
- Volunteer lounge and food services at each event venue
- Volunteer transportation
- Volunteer uniforms

Recognition

At the conclusion of any major event, all volunteers should be recognized for their contributions to the staging of the event. Such recognition should include some of the following items:

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- Thank you letter from the leadership of the Host Organizing Committee
- Certificate of appreciation from the event's stakeholders
- Event communications materials including newsletter articles highlighting volunteer involvement; souvenir edition scrapbook
- Volunteer salute or appreciation party to recognize the efforts of the volunteers; could include prize giveaways and event highlight video
- Volunteer uniform; event merchandize
- Evaluation questionnaire to collect information which can serve as a valuable source of information for future hosting opportunities

B. Physical Requirements of an Event

I) Equipment

In organizing an event, it is important to ensure that all of the equipment is on hand at the required time. For specialized competitions, most governing bodies will provide a detailed outline of what is required for an event. If your organization does not have experience in running an event requiring specialized technical equipment, bring experienced individuals onto your board of directors.

Since the availability of equipment may affect its cost, it is important to secure all equipment well in advance of the event. Major changes in cost must be communicated to the financial committee or to the budget coordinator. You may be able to minimize expenses by borrowing many of the small pieces of equipment that you need from other organizations. Do not assume that all equipment will be provided as requested; it is wise to have some contingency sources on hand. Prepare equipment checklist and ensure all the equipment is on hand prior to the event. As well, you will need to secure post event storage and remember to label all items to indicate who owns which pieces of equipment.

Equipment you may need includes:

- | | |
|-------------------------|----------------------|
| • Telephones | • Computers |
| • Public address system | • Televisions |
| • Network connection | • VCR's |
| • CD Players | • Tents |
| • Tables and chairs | • Trash cans |
| • Water electricity | • Overhead projector |
| • Dry erase board | • Eraser |

For assistance in determining these needs contact the site administrator for your event. They may have access to some of these items, or be able to point you in the right direction.

II) Facilities

Confirm the availability of the facility you want to utilize, and secure the time in writing. The staff of these facilities can offer valuable advice on how to ensure that your event is successful.

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Check the following points:

- Contact a site inspection of all facilities being considered
- Obtain floor plans of the facility(s) required
- Put a hold on all space needed for events, exhibits or trade show, meal functions, registration, office and pressrooms, etc.
- Determine the seating capacity (theatre, classroom and banquet) and/or square footage required for each function
- Plan a schedule to determine when each of the rooms will be utilized
- Find out what equipment the property(s) provides such as audiovisual, flipcharts, lecterns staging, etc.
- Check with the program committee to determine if speakers will require any special equipment
- Rent or bring in all remaining equipment needed that is not provided by the facility

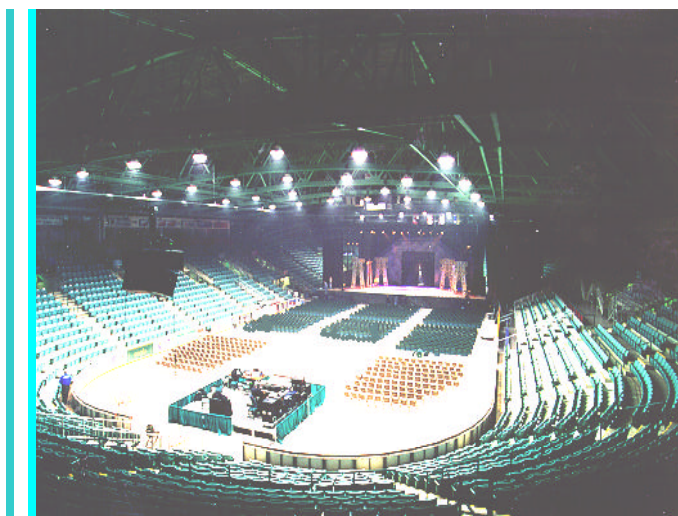
To determine the availability of City Facilities, contact the following individuals or agencies:

Prince George Civic Centre

Susie Quarry
Event Coordinator
Telephone: 250-561-7758
Fax: 250-561-7737

Deb van Adrichem
Event Coordinator
Telephone: 250-561-7740
Fax: 250-561-7737

Robert Lalonde
Manager, Food and Beverage Services
Telephone: 250-614-7850
Fax: 250-614-7851



Prince George Multiplex

Kelly McConnell
Multiplex Supervisor
Telephone: 250-561-7648
Fax: 250-561-7757

Grigg Swayze
Manager, Western Foods Ltd.
Telephone: 250-563-9293
Fax: 250-563-9203

PRINCE GEORGE EVENT PLANNING GUIDE

Prince George Aquatic Centre

Peggy Paschal
Aquatics Coordinator
Telephone: 250-561-7648
Fax: 250-561-7757



Four Seasons Leisure Pool

Lana Keim
Aquatics Coordinator
Telephone: 561-7656
Fax: 561-7766



City Parks/Sports Fields

Lisa Shaw-McLaren
Facility Scheduler
Telephone: 561-7641
Fax: 612-5606



Community Arenas/Coliseum

Linda Parker
Facility Scheduler
Telephone: 561-7761
Fax: 612-5611



PRINCE GEORGE EVENT PLANNING GUIDE

III) Food and Beverages

It is important to understand the food and beverage needs for your event. Planning menus and negotiating costs are valuable components of planning your event. Food and beverage can become the whole function or become simply a human necessity. In any case the goals of the event and budget allocations will help you determine what kind of food and beverage plans you need to make.

1. The event type and event objective
2. Entertainment factors (speakers, music, dancing)
3. Food preferences, creativity, and availability (linked to locale)
4. Room size, group size, and/or event location
5. Type of service and guest profile
6. Amount of time allocated for the function

Food Functions

Food and beverage functions include all of the following:

- Breakfast
- Coffee breaks or intermissions
- Luncheon
- Dinner
- Cocktail receptions
- Brunch
- Theme parties and banquets
- Light late-night suppers
- Receptions
- Box lunches

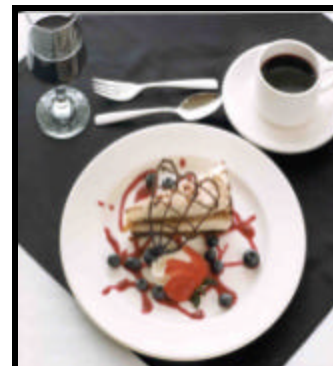


a) Breakfast

The range of breakfast options is substantial. One can opt for a full sit-down breakfast, a full buffet breakfast, a more limited but still substantial continental breakfast, or a simple basic coffee service. In the morning, energy is needed to fuel the body for the day. A full breakfast buffet gives all guests choices.

b) Coffee Breaks or Intermissions

The coffee break may or may not offer food along with the coffee. When it is called a “coffee refill” or “refresh,” a replenishment of the coffee. It has become popular for an afternoon break to be more creative as in a “themed” break. Health breaks are also popular and may consist of bowls of fresh fruit and yogurt or a dedicated apple break, along with apple cider and fruit drinks (as opposed to soda).



c) Luncheon

Anything goes, from light fare (sandwiches and beverage) to a substantial sit-down luncheon. Much depends on the afternoon’s planned

PRINCE GEORGE EVENT PLANNING GUIDE

activity. Caterers are often asked to produce low-calorie, high-energy luncheons as tastes have changed.

REMEMBER: *They are very willing to work with you.*

d) Cocktail Receptions

The cocktail reception can be large or small depending on the function and on the facility. The trend has shifted from only hard liquor to wine, beer, and bottled water. Though a full bar may be required for a reception, many events provide only wine, beer, soda, and bottled water.

e) Dinner

Caterers can plan everything from a light supper to a substantial sit-down or full buffet dinner to be served. The cost of large sit-down dinners can be substantial. It is most important to consider the budget, the type of function, the amount of time and the participants involved. All caterers can provide numerous selections and when informed can accommodate all dietary demands.

f) Receptions



These may be the introduction either to a substantial dinner or be the event itself. The variety and options are incredible. Some receptions resemble light suppers while others are a precursor to the main event. The objective of the function will drive the menu selection.

The important objective is to create menus that provide guests with healthy, tasty, desirable foods designed to meet the needs of the function. The Food and Beverage personnel are trained to meet the needs of the customer – be sure you know what these needs are.

(see **APPENDIX C** for a sample checklist)

IV) Accommodations

Housing Reservation Forms

Regardless of who is making the housing reservations, you or the attendee, you will need to provide detailed housing-reservation information in your registration materials. What do your attendees need to know?

Information for Attendees:

- Hotel reservation phone numbers; local and toll-free, TDD (telecommunications devices for the deaf), and fax
- Hotel reservation e-mail and web site, if applicable
- Reservation cutoff date
- Room rate(s) (single, double, or multiple occupancy) and room types
- Provincial and local taxes
- Group identifier code
- Timeframe rates are valid
- Cancellation and substitution policies

PRINCE GEORGE EVENT PLANNING GUIDE

- Early departure of extended stay fees, if any
- No-show charge, if any
- Reservation/payment information
- Description of rooms, décor, and amenities
- Description of the hotel (pools, health clubs, grounds, restaurants, room service, and so on)
- Check in/out times
- Extra person charge, if any
- Maximum occupancy per room
- Children (at what age) stay free
- Choice of hotel (1st, 2nd, 3rd) where applicable
- How the reservation will be acknowledged
(See **APPENDIX D** for Accommodation Listings)



V) Transportation

- Obtain proposals from the airlines to determine the best possible fares and select an official carrier. Include this information in the pre-registration package instructing the delegates on how to qualify for these fares when booking their flights
- Check with the various committees to determine when transportation will be required and the expected number of people to be transported
- Charter the required number of buses and inform the selected company of the pick up and drop off times and locations
- Ensure that there is proper signage to direct the delegates and/or companions on to the right bus
- Have information on local transportation available at the information desk as to bus fares and schedules, taxi fares and phone numbers and the phone numbers for local car rental companies
- Information should also be made available for those delegates wanting to do any pre and/or post convention tours.

(See **APPENDIX E** for Transportation Information)



PRINCE GEORGE EVENT PLANNING GUIDE

C. Managing The Event

I) Registration

The following should be considered regarding registration:

- What information should be included on the registration form – i.e. dates, location, theme or event name, business and social programs, deadline for pre-registration, etc.
- The registration fee and what will be included
- If there will be a lower fee for early bird registration
- How the registration may be paid, credit cards (which ones), cheques or cash determining whether the registration form will be mailed on its own or if it is to be incorporated in with other preconference material and mailed to the membership
- Establishing whether or not there will be on site registration
- Preparing lists of the delegates as they register as well as their name tags
- Appointing a bondable person to handle all incoming money
- Arranging for furnishings for the conference office –i.e. desks, computers, printers, photocopiers, fax machine and ample phone lines
- Collating the conference kits
- Ensuring that there is sufficient experienced staff and equipment to handle the registration desk
- Having a bulletin board set up for the delegates for messages and phone calls
- Setting aside an area for an information desk

(See **APPENDIX F** for a sample registration checklist)

II) Communications

On site communication is critical to the successful management of an event. Accessible means of communication are important both during the days leading up to the event as well as during the days leading up to the event as well as during the event. Walkie-talkies, pagers and cellular phones are useful for on site communication. Remember Murphy's Law and test al equipment prior to the event.

The yellow pages list companies that can assist in planning communication needs under the headings "Intercommunication Equipment and Service"; "Sound systems and Equipment"; and "Telecommunications".

III) Box Office and Ticket Operations

Tickets can be printed locally using the printing services listed in the yellow pages under "Printers". Before submitting your print order, double check to ensure that al information is correct. Information on a ticket usually includes the price, the time, the date and the location of the event. If you require assistance in designing the ticket, consult the printer.

You may be able to make your own arrangements for the distribution of tickets at not cost through local retail outlets, service clubs or student councils.

Mega-community events have considerations and needs that smaller special events don't typically have. If you are planning an event for thousands, you are best served by consulting with your professional ticket management agency for their preference. In

PRINCE GEORGE EVENT PLANNING GUIDE

addition, should your event be a public concert, your needs will vary from the typical event for several hundred. In these cases, the venue likely has proven methods for handling tickets and reservations.

Towne Ticket Centre located at the Multiplex and Studio 2880 exclusively provides ticketing at the Prince George Multiplex. Charge by phone/general information: Phone: 250-614-9100 (Affiliated with Ticketmaster).

Box Office Contact:

Towne Ticket Centre
Vickie Yalterma, Manager
Phone: 250-563-6664
Fax: 250-563-4359



IV) Security and Policing

Some areas that require security include road closures, crowd control, when liquor is served and to prevent theft or damage at the site overnight.

Security can be provided using volunteers or through companies listed in the yellow pages under “Security Guard and Patrol Services” as well as through the R.C.M.P.

Special types of security are required for certain events; be sure to check with security companies or other authorities to confirm that your security system is sufficient. Adequate security must be in place for the issuance of any liquor licenses, and will also affect insurance requirements.

V) Risk Management and Emergency Procedures

Preparing a risk management plan will help you to provide the safest and fairest environment possible for your event participants. Your risk management plan should include inspections of facilities, equipment, housing areas, and all transportation aspects of the event; the presence of properly trained and educated coaches, officials, volunteers, and participants; as well as proper supervision over all aspects of events.

(See **APPENDIX G** for a checklist of Event Risks)

It is imperative to have people trained in first aid on hand at your event. You may recruit people from the community or you may have your own staff and volunteers trained in first aid procedures prior to the event. A standard first aid course takes fifteen hours to complete and an emergency first aid course is eight hours. To arrange a First-aid course contact:

Canadian Red Cross Society
1399-6th Ave.,
Prince George, BC V2L 5L6
Phone: 564-6566
Fax: 564-2688



Develop emergency procedures and an emergency plan before the event and make sure that all staff and volunteers are familiar with both. People should be made aware of where to go if an emergency occurs. First aid kits should be placed in specific locations, which are identified to the public.

PRINCE GEORGE EVENT PLANNING GUIDE

If your event is high risk, you require on site medical services to be available. The St. John Ambulance Centre is the major provider of emergency medical services for events. In your written request outline the time(s) of event, location, number of participants/spectators, nature of event, and expected medical concerns. Ahead time of one month is recommended. Follow this with a telephone call to discuss your request in more detail, and to gain advice on measures that can minimize medical emergencies. Send your request to:

The St. John Ambulance Centre
470 Third Avenue
Prince George, BC V2L 3C6
Phone: 561-1696
Fax: 564-7552



If you are planning a very large event with a considerable number of participants and spectators, consult the nearest hospital. By notifying these facilities in advance, proper planning for emergencies can be incorporated into hospital staffing. In addition, these experts may be able to assist with the planning of your event to minimize accidents.

For more information contact St. John Ambulance at 250-561-1696.

VI) Insurance

Your organization must provide adequate insurance for the event to cover liability and property damage. Liability insurance will protect your organization if someone is injured. For a one time high risk event premiums may be very high. Some organizations may already have liability insurance and may not need additional insurance for the event. If your organization has insurance, be sure to consult with your insurance representative to find out if you are covered for a specific event. If you do not have liability insurance it is imperative that you obtain it for your event. In addition to comprehensive insurance coverage for the event, you may want individuals, groups or businesses that are providing high-risk services as part of the event to have their own insurance.

If you are planning an outdoor event you may wish to obtain special event insurance, which can ensure against losses due to bad weather.

Proper planning will ensure that liability concerns are minimized. Your insurance representative will be able to guide you through arrears that require attention and ensure that your coverage matches your requirements. By following some simple guidelines, the cost of the required insurance may be reduced. Check the yellow pages under “Insurance Agents/Brokers” for contacts. Consult other organizations to identify insurance agents with experience in insuring special events. National or provincial sports associations may also provide event insurance at a lower cost. Events that are held on City property must maintain public liability insurance of no less than two million dollars, naming the City of Prince George as additional insured.

Director’s and Officers’ Liability

All directors and officers of corporations, whether for-profit or non-profit, should consider the protection of a “Directors’ and Officers’ Liability” policy. Besides

PRINCE GEORGE EVENT PLANNING GUIDE

protecting the individuals, the policy will also reimburse the Corporation for amounts it is required to pay because of claims against individual directors and officers.

Many corporations have a by-law allowing them to indemnify directors and officers out of corporate funds. However, if the corporation is bankrupt, this is of little use to directors and officers facing large claims. For more information contact a local insurance broker.

VII) Fundraising and Sponsorships

Fundraising can be vital to the success of an event and it is often a weak area in the planning of an event. There are many ways to raise funds such as dances, bake sales, car washes etc.

Sponsorship is a form of fundraising. Sponsors can support the event through donations of money, goods and services. It is best if you try to find a connection between your event and potential sponsors who can benefit from reaching the same audience.

Sponsors should understand the event's goals and objectives and should be approached from the standpoint of creating a long-term strategic partnership. Don't approach them just because they have something you want. Understand what they need from the relationship and then build a sponsorship package.

Before you begin, you need to understand what you need from your sponsors. Sponsorships often are a way to defray costs. What do you currently buy that could be donated? Make a list and target these items first. Here are some places to start:

- Airline Tickets
- Entertainment
- Hotel rooms
- Receptions/specific meal functions
- Speakers
- T-shirts
- Kids Games
- Bus transportation
- Food and beverage for a volunteer tent
- Phones/communication equipment
- Signage
- Specific food and beverage
- Tote bags

Your organization obviously wants money, too. You need to decide whether sponsorship items will support your current budget and defray costs or will they enhance your event by providing items that weren't initially in your budget.

With everyone looking for sponsorship dollars, the best way to find them is to match the opportunity with the sponsor. Do your homework. What organizations are potential sponsors? First, look at exhibitors and other organizations that do business with you.

Some companies want their name in front of your participants. Others want more interaction with participants. Here are some ideas to give your sponsors exposure:

- Recognition in front of participants onsite
- Pre-event mailings
- Logo on items such as hats and T-shirts
- Web site banner ads
- Promotional materials

PRINCE GEORGE EVENT PLANNING GUIDE

- Signage before, during, and after
- Fax cover sheets
- Mailing list
- A booth at the event to promote the company or to sell products or services

Don't just create one sponsorship brochure with stock benefits. Personally contact potential sponsors and ask them to be a part of your event. Then send a letter outlining your discussion and confirming participation.

PRINCE GEORGE EVENT PLANNING GUIDE

4) Evaluation

A proper wrap-up provides an opportunity to gather valuable information that can help your organization prepare for the future of the event. Get feedback from organizers, personnel, volunteers, participants and sponsors. Outline a plan for evaluating activities before the event begins and gather data while people are on site. Evaluation forms should be available and accessible. Finally, the Planning Committee should schedule an evaluation session shortly after completion of the event.

Prepare the evaluation questionnaire.

You'll need to prepare your own questionnaire to suit your specific event, but here are some typical questions to ask:

- How well organized was the event?
- Was the event adequately promoted?
- What aspects of the event could have been improved? How?
- What aspects of the event worked well?
- Was the event about the right length (or time, matches, games, etc.)?
- Were you kept adequately informed about the event? During the event?
- Were the facilities and equipment satisfactory?
- Will you plan to return next year? Why? Why not?

(see **APPENDIX H** for a Sample Evaluation Form)

PRINCE GEORGE EVENT PLANNING GUIDE

5) Contact List:

City

Administrative Services	Rob Whitwham, Director: 250(561-7608)
Aquatic Programs	Warren Asuchak, Aquatics Manager: 250(561-7783)
Arenas	Brad Beckett, Community Arenas Supervisor: 250(561-7654)
Civic Centre	Colleen Van Mook, Supervisor, Civic Centre: 250(561-7675)
Corporate Services	Kathleen Soltis, Director: 250(561-7630)
Council Agenda and Operations	Don Schaffer, City Clerk: 250(561-7605)
Councilors	Glenna Moore, Administration: 250(561-7602)
Grants to Organizations:	Debbie Deley, Supervisor, Accounting Services: 250(561-7695)
Leisure Services:	Tom Madden, Director: 250(561-7644)
Mayor's Office:	Judy Dix, Assistant: 250(561-7609)
Multiplex:	Diane Rogers, Manager, Multiplex, Civic Centre and Arenas: 250(561-7643)
Recreation Programs	Rae Roer, Manager, Parks and Recreation Manager: 250(561-7637) Doug Hofstede, Recreation Team Leader: 250(561-7646)

Education

UNBC	250(960-5555)
CNC	250(562-2131)
School District 57	250(561-6800)

Media

CKPG- Television (CBC) Local Affiliate)	Sandy Whitwham: 250(960-1365)
CKPG- The Mix 550AM (Adult Favorites Mix)	Gord Wilkinson, Sales Manager: 250(960-1364)
CKKN 101.3 Hits FM (Top 40 Pop Hits)	Ken Killcullen: 250(960-1366)
CIRX The Max FM94 (Rock)	Gary Russell, Program Director: 250(564-2524)
CJCI All Hit Country AM	Darren Coogan, Program Director: 250(564-2524)
Prince George Citizen (Daily Newspaper)	Wayne Cameron, Advertising Consultant: 250(561-2441)
Prince George Free Press (Twice Weekly)	Richard Skinner, Advertising Consultant: 250(564-0005)
PG This Week (Weekly)	250(563-9988)

(see APPENDIX I for Community Activity Contact List)

PRINCE GEORGE EVENT PLANNING GUIDE

APPENDIX A

Event Grants from City

Bidding Assistance Grant:

- Production of bid materials, travel expenses associated with bidding, etc.
- No set criteria
- Grants range from \$1,500.00 to \$10,000.00 depending on proposal and event size and scope

Event Development Grant:

- Grant created to support event organizers with start-up costs associated with hosting new and inaugural events. Funds can be used to assist with bidding costs or to build/purchase equipment required to host.
- Maximum of \$5,000 per event

Event Incentives Grant:

- For Regional events: \$ 2.00/participant
- For Provincial events: \$ 4.00/participant
- For National events: \$ 8.00/participant
- For International events: \$ 8.00/participant

Capital Investment

The City will consider capital improvements to a facility(s) to meet event standards and/or aesthetic improvements that will enhance the event and city image. Partnerships with other levels of government and corporate donations will be considered in the financing of these improvements. Where possible, Council authorization to include improvements in the City's capital expenditure program should be received well in advance of the event.

Definitions and Procedures:

- ***Event as being either Cultural, Sporting, or a Convention/Conference/Meeting of a regional, provincial, western, national, or international scope***
- Participants as being a player, coach, manager, or delegate
- Bidding Assistance, Event Development, and Event Incentive applications to be **received reviewed** and awarded by the Leisure Services Department
- Capital Investment and Sponsorships to be received reviewed and recommended to Council by the Leisure Services Department.
- For new or inaugural events, not ongoing annual or semi-annual events.
- City Council has authorized the Leisure Services Department to be responsible for receiving, reviewing and awarding Event Tourism Grants. They will involve other agencies or individuals in reviewing applications as required. The Department would report to Council semi-annually on the administration of these grants.
- The City may consider becoming a sponsor of the event in lieu or in addition to providing a grant. Sponsorship differs from grants, in that the City should expect to receive the same corporate opportunities during the event as those provided to other sponsors. Sponsorship requests should be submitted directly to City Council, and where possible they should be incorporated into the appropriate city budget for consideration during the budget process.

PRINCE GEORGE EVENT PLANNING GUIDE

- The primary intent of the grants would be to *encourage growth* in the Event Tourism Sector and as such grants would not be provided to existing annual or semi-annual events. The grants could assist in starting up a new annual or semi-annual event, but after that the event would no longer be eligible. Financial assistance provided to City initiated bids will be considered separately from this process and budget. The City's financial commitment as an example to a future Summer/Winter Games is usually made well in advance of the event and in most instances would use up all or nearly all of the recommend budget for this grant program.

An example of how the Event Tourism Grants might be applied:

- a) A group approaches the city for assistance in preparing a bid to host a national event several years from now. The event will attract 300 participants from across Canada as well as generating considerable media and spectator interest. The bid needs to be professionally prepared and presented in Ontario. The City could provide a bid assistance grant for the bid preparation and associated travel costs to present it.
- b) The group is successful in their bid and in the ensuing time have start-up costs, such as development of sponsor package, professional display booth, audio equipment, or additional travel costs over and above that associated with the bid presentation. The City could provide a development grant to assist with these items.
- c) The group would receive an event incentive grant of \$8/participant x 300 participants in the year the event was hosted as a further contribution towards operating costs.

Note:

1. For further information contact the Director of Leisure Services at 561-7644

Grant applications are also available from the Leisure Services Department at City Hall or on line at www.city.pg.bc.ca.

PRINCE GEORGE EVENT PLANNING GUIDE

APPENDIX B

III Organization

1. BC Games Society Organization Chart

<p>President</p> <ul style="list-style-type: none"> • City • School board • Regional District • College/University • Regional Multi-Sport Centre 	<p>Liaisons</p> <ul style="list-style-type: none"> • City • School board • Regional District • College/University • Regional Multi-Sport Centre 	<p>Accommodation</p> <ul style="list-style-type: none"> • Volunteers • Accommodation Hospitality • Dorm Captains • House-Keeping • Room Allocation • Site Preparation 	<p>Administration</p> <ul style="list-style-type: none"> • Volunteers • Budget Control • Environment • Food Concessions • Insurance/Safety • Legal Services • Souvenir Controls • Warehouse 	<p>Ceremonies</p> <ul style="list-style-type: none"> • Volunteers • Closing Ceremony • Entertainment • Floor Marshall • Parade Marshall • Properties 	<p>Communications</p> <ul style="list-style-type: none"> • Volunteers • Electrical power • Equipment • Switchboard • Telephone Systems 	<p>Cultural & Special Events</p> <ul style="list-style-type: none"> • Volunteers • Community Development • Holding area • Main Stage • Participant Special Events 	<p>Food Services</p> <ul style="list-style-type: none"> • Volunteers • Box Lunches • Equipment • Participant Meals • Public Health 	<p>Friends of the Games</p> <ul style="list-style-type: none"> • Volunteers • Directorate Liaison • Recognition – CP/FP • Recognition-COP • Recruitment-Cash • Recruitment -In-Kind 	<p>Medical Services</p> <ul style="list-style-type: none"> • Volunteers • First Aid • Medical Clinic • Physiotherapy 	<p>Promotions</p> <ul style="list-style-type: none"> • Volunteers • Internet • News Service • Photography • Public Relations • Souvenir Program • Souvenir Sales 	<p>Protocol</p> <ul style="list-style-type: none"> • Volunteers • Guest Registration • Hosts • Medals • Receptions • Torch lighting 	<p>Registrations & Results</p> <ul style="list-style-type: none"> • Volunteers • Computer Services • Participant Accreditation • Results Center • Volunteer Appreciation Event • Volunteer Registration 	<p>Security</p> <ul style="list-style-type: none"> • Volunteers • Communication Liaison • Mobile patrol • Special events • Sport venues • Traffic control 	<p>Sport</p> <ul style="list-style-type: none"> • Volunteers • Athletes with a disability • Equipment • Facilities • Venue Management 	<p>Transportation</p> <ul style="list-style-type: none"> • Volunteers • Bus Guides • Buses • Courtesy cars • Luggage/lost&found • Shuttle bus 	<p>Administrative Assistant</p> <ul style="list-style-type: none"> • Assist directors • Assist Sport Chairs • Office Functions 	<p>Operations Manager</p> <ul style="list-style-type: none"> • Assist directors • Coordinates requests • Office functions • Miscellaneous equipment 	<p>Office Assistants</p> <ul style="list-style-type: none"> • Assist directors • Assist Sport Chairs
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PRINCE GEORGE EVENT PLANNING GUIDE

APPENDIX C

Checklist-Food and Beverage

- Determine the Food and Beverage needs of your event
- Establish a Food and Beverage component of your committee (i.e. Hospitality)
- Recruit a Food and Beverage expert for your committee if possible (i.e. Catering Manager at local hotel or convention centre)
- Itemize all Food and Beverage Functions that are part of the event
- Determine location(s) where Food and Beverage Service will take place
- Determine whether locations dictate who provides the service.
- For large multi-facility events ask for Food and Beverage proposals through a Request for Proposal process to ensure the best price and the most appropriate service level for the location
- Determine room sizes and layout for all proposed meal functions
- Obtain dated menus.
- Establish food and beverage budget (include plus/plus).
- Establish timelines for menu planning.
- Meet the Food and Beverage personnel
- Provide the Food and Beverage personnel with all the necessary information about your event.
- Discuss event style and options
 - Buffet
 - Reception
 - Sit-down event formal
 - Informal
 - Room setup
 - Service and staff requirements (number per service)
 - Free pour for receptions vs. limited pour
- For cocktail receptions select type of service
 - Butler-passed foods
 - Buffet-style service
 - Number of bar setups and bartenders
- Liquor charges
 - By the person
 - By the drink
 - By the bottle
 - Cash bar
 - Hosted bar
 - Number of servers per person
- Determine decorations and if there is a theme
 - Outside decorator
 - Facility support
 - Flowers
 - Candles

PRINCE GEORGE EVENT PLANNING GUIDE

- Music
- Photographer
- Other considerations
 - Liquor laws
 - Checkrooms
 - Timing
 - Microphones
 - Staging
 - Table cards
 - Printed menus
 - Program
 - Gifts
 - Head table
 - Reserved tables
 - Table Assignments

PRINCE GEORGE EVENT PLANNING GUIDE

APPENDIX D

Accommodations

PROPERTY	Rooms	Mtg Facilities	Dining	Satellite TV	Pool	Kitchen Units	Additional information
Anco Motel 1630 Central Street 1-800-663-3290 250-563-3671 Fax:250-563-7594	65				v	v	Movie Channel, pets
Best Western Motel 910 Victoria St. 1-800-528-1234 Fax: 250-563-9904	53				v		Cable TV
Camelot Court Motel 1600 Central Street 1-800-668-3361 250-563-0661 Fax:250-563-0661	69		v	v	v	v	Small pets, Whirlpool
Coast Inn of the North 770 Brunswick St. 1-800-663-1144 Fax: 250-563-0121	150	v	v	v	v		Sauna, exercise room, games, room, in house movies, cable TV
Connaught Motor Inn 1550 Victoria Street 1-800-663-6620 Fax: 250-562-4441	98	v	v		v	v	Movie Channel, Cable TV, Hot Tub & Sauna
Days Inn 600 Quebec Street (250) 562-3181 1-800-292-8333	75	v	v	v			Cable TV
Esthers Inn 1151 Commercial Drive 1-800-663-6844 Fax: 250-562-4145	125	v	v		v	v	Jacuzzi, water slides
Gold Cap Motor Inn 1458 7 th Avenue (250) 563-0666 Fax: 250-563-5775	75	v	v				In house movies, cable TV, pets, Sauna
Gramma's Inn 901 Central Street 1-877-563-7174 (250) 563-7174 Fax: (250) 563-7147	60	v				v	Pets, dining, pool, sauna, whirlpool available at Ethers Inn
Ramada Hotel 444 George Street 1-800-830-8833	199	v	v	v	v		Whirlpool,
Sandman Inn 1650 Central Street 1-800-Sandman Fax:250-563-8613	116		v		v	v	Sauna, small pets, cable TV, Denny's Restaurant
Yellowhead Inn 1445 Central St. 250-562-3171 Fax; 250-562-0816 1-800-663-8208	96	v	v	v	v		Entertainment, Pub, Lounge

PRINCE GEORGE EVENT PLANNING GUIDE

APPENDIX E

Travel

1. Air Travel

Prince George Airport is one of 26 major airports in Canada designated as part of the National airports system. The Prince George Airport is 11 km from downtown, 15km from the Prince George Multiplex. Commercial Carriers, over 300 weekly flights, service to more than 18 centres. Direct flights available to Vancouver, Calgary, Edmonton, with connections to a variety of smaller centers.

1a. Main Airlines

- **Air BC / Air Canada** – Canada to International
- **West Jet** - (Boeing 737) Western Canadian Centres
- **Peace Air** – Regional / Edmonton

2. Highways

Prince George is located at the junction of two major highways – Highway 16 (the “Yellowhead” East/West) and Highway 97 (North/South).

Proximity to Other Major Centers		
City	Kilometers	Miles
Vancouver, BC	786	488
Victoria, BC	824	512
Kamloops, BC	525	315
Kelowna, BC	730	438
Calgary, AB	789	490
Edmonton, AB	737	458
Grande Prairie, AB	540	324
Spoken, WA	1065	661
Seattle, WA	901	560

Note

Weather conditions will affect the travel time depending on the time of year.

PRINCE GEORGE EVENT PLANNING GUIDE

APPENDIX F

Checklist – Registration

- Develop registration system or select suitable registration software.
- Enter date: Conference name, dates, location, tracks, social events, exhibitors, and speakers.
- Enter registrants: Name, company, address, telephone, fax, E-mail, fee, payment method.
- Process for payment: Reports, deposit slips, credit cards.
- Forward confirmations, acknowledgments, and/or appropriate communications regarding receipts of registration.
- For those who owe money, prepare special correspondence on a regular basis until paid or in accordance with the stated agreement.
- For cancellations, refunds, and other customer services, retrieve records, enter requested changes, acknowledge, and process refund if required.
- Print badges
- Prepare on-site registration lists.
- Prepare on-site registration lists.
- Prepare and/or include in on-site packages the certificates of attendance.
- Prepare/train on-site registration volunteers staff, adhering to policies.
- Review on-site logistics, signage, and traffic flow.
- Prepare supply of registration forms for on-site completion by walk-in attendees (those not previously registered).
- Process on-site registrations.
- Process all monies collected on-site,
- Check collections and do cleanup: Letters to no-shows and to those who still owe money (requesting payment).
- Do the final accounting, reconciliation, and reports.

PRINCE GEORGE EVENT PLANNING GUIDE

APPENDIX G

Checklist of Event Risks

- | | | |
|--|------------------------------|-----------------------------|
| Proper supervision in all areas utilized by the event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| A plan for occurrence of adverse weather conditions? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Safety checks for playing areas? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Checks for defective or unsafe equipment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Facility maintenance before and during event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Plans for emergencies affecting all in attendance (spectators, workers, participants)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Plans for attending to participants' first aid/medical emergencies? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Injury report plans? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The attendance of appropriate medical personnel/supplies? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fair and equitable opportunities for all participants? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Qualified officials and other event personnel? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Proper spectator facilities? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Protected areas for spectators? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| A system for warning spectators of any possible risks? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Proof of insurance for any drivers providing transportation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

PRINCE GEORGE EVENT PLANNING GUIDE

APPENDIX H

Sample Evaluation Forms

	Excellent	Good	Fair	Poor
1) Please rate each of the following:				
Educational value of overall conference:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) How would you rate the conference logistics?				
Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registration process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Please rate the hotel:				
Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food and beverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio-visual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Do you have suggestions for next year's conference?				
Keynote speakers:	_____			
Breakout topics:	_____			
Activities:	_____			
Schedule:	_____			
5) Were your professional goals and objectives met during the conference?				
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
6) What did you learn that you would put into use once you return to the office?				

7) What didn't you learn that you thought you would?				

8) Did the promotional material adequately describe the educational value of the conference?				
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If not, do you have any suggestions for improvement?				

9) How do you rate the conference fee?	High <input type="checkbox"/>	Just right <input type="checkbox"/>	Low <input type="checkbox"/>	

PRINCE GEORGE EVENT PLANNING GUIDE

10) Do you plan on attending the conference next year? Yes No Maybe

11) Are you a member? Yes No

12) What is your title? _____

13) Name/phone number (optional) _____

Return form to <add your contact information here>

PRINCE GEORGE EVENT PLANNING GUIDE

Exhibitor Evaluation

Please rate each of the following:

	Excellent	Good	Fair	Poor
1) Please rate each of the following:				
Overall exhibit experience:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Networking with attendees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Booth registration process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-conference info	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost of booth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting facility overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Please rate exhibitor services company:				
Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-conference information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pricing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Package handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) List suggestion(s) for improvement:				

4) How did you learn about this conference?				
<input type="checkbox"/> Word of mouth				
<input type="checkbox"/> Info mailed to you				
<input type="checkbox"/> Web site				
Other: _____				
5) We will return again next year as an exhibitor.				
<input type="checkbox"/> Yes –Please sent information				
<input type="checkbox"/> No				
If not, why: _____				
6) Include your name and affiliation (optional).				
Name: _____				
Affiliation: _____				

Return form to: <add your contact information here>

PRINCE GEORGE EVENT PLANNING GUIDE

APPENDIX I

Community Contact List

AQUATIC

Northern Underwater Exposure (Scuba)	Harold Watson	561-0727
PG Barracuda Swim Club	Hilke Schapp	964-0330
PG Mantas Diving Club	Allane Brine	964-7400
PG Masters Swim Club	Pierre Beaudry	964-3936
PG Pisces Summer Swim Club	Dayle McKinnon	964-9884
PG Underwater Hockey Club	Allane Brine	964-7400
Special Olympics	Sallie Szanik	562-2418
Waterpolo Club	Larry Obst	564-1763

ARENA

Bud's Sports Roller Hockey League	Bud Arnold	563-2828
Blizzard Speed Skating Club	Jane Foster	964-4557
Mohawk Old Timers	Orville Claffey	563-2603
Female Hockey Development	Marilyn Ireland	962-2958
Power Skating	Eric Henderson	563-0778
PG Figure Skating Club	Maggie Thornhill	963-7497
PG Minor Hockey Assoc		563-0303
PG Minor Lacrosse	Gail Cabot	971-2219
PG Minor Roller Hockey	Brian Campbell	564-4177
PG Oldtimers	Ron Epp	962-6955
PG Ringette	Brian/Madeleine Crandell	964-1274
PG Spruce Kings Hockey Club	Glen Watson	564-1747
Prince George Women's Hockey League	Barb Croome	562-1951
Recreation Hockey League	Al Hines	612-3933
Salmon Valley Curling Club	Walter Ererle	971-2244
Spruce City Skating Club	Fay Dahl	962-9592

ARTS (VISUAL & PERFORMING)

Artists' Co-op	563-9500	
Artists' Workshop	David Whitaker	562-4526
Central Int Regional Arts Council	Penny Stewart	562-0024
Chinese Lion Dance	Michele Zucollo	562-9243
Cinema CNC	Stan Shaffer	562-2131
Comm Arts Council of PG & Dist	Claudia Reich	562-4526
Northern Scribes Calligraphy Guild	Colleen Punko	564-8480
Two Rivers Gallery	Gallery	614-7800
PG Film Commission	Sara Shaak	564-0544
PG Speech Arts & Drama Festival Society	Carol Chanter	962-7682
PG Theatre Workshop	Laura Johnston	563-8401
Theatre North West Society	Anne Laughlin	563-6969

AUTOMOTIVE

Cruisin' Classics Car Club	Bob Werstiuk	562-4325
Interior Motorcycle Association	Roger Normandeau	564-7565
PG Auto Racing Association (PGARA)	Kerry Thorpe	963-9452
Spruce Capital Karting Assoc	Alex Goldie	561-1230
Tri City Hobby Stocks	Al Gandy	964-4149
Vintage Car Club of Canada	Hubert Nyeste	563-5280
Western Cdn Speed Assoc	Darin Guillet	564-9995

CANINE

Best Friends Pet Visitation Society	Brenda Colebrook	964-0240
Northern BC Jack Russell Terrier Club	Lynn Parent	563-7060
Northern Interior Kennel Club	Ann Kurtz	963-7992
PG Schutzhund Club	Nancy Lowrie	563-6234
Prince George Sled Dog Club	Robert Bryce	614-1737
Top Dog Agility Obedience & Flyball	Mary Zacharatos	564-0476

COMBATIVE

Canadian Shaolin Academy	Michele Zucollo	562-9243
Cobra Kickboxing	Betty Clark	564-2934
Free Blades Filipino Martial Arts	Michele Zucollo	562-9243
Freedom TaeKwon-Do	Kurt Ottesen	565-1781
Hart Judo Academy	Bruce Kamstra	962-6641
Korean Hapkido Institute	Michael Forster	964-1843
North Nechako Karate Club	Kenneth Corrigan	562-7087
Northern Institute of Martial Arts	Dave Tubbs	561-0482
PG Chito-Ryo Karate	Darren Harpe	961-4699
PG Judo	Aline Strasdin	964-1618
PG Shotokan Karate	John Leitch	962-1979
Prince George Tai Chi	Sifu Bing Lu	564-4053

PRINCE GEORGE EVENT PLANNING GUIDE

PG Wushu Kung Fu School	Sifu Bing Lu	564-4053
Rising Sun Karate Club	James Szttyler	561-1116
Shaolin Boxing Club	Betty Clark	564-2934
Shaolin Temple Kung Fu	Betty Clark	564-2934
Shaolin Tai Chi	Leslie Farella	564-4684
Spruce Capital Boxing Club	Boyd Bayne	561-1543
Unison Tai Chi	Michele Zucollo	562-9243
West Point Boxing	Michele Zucollo	562-9243

COMMUNITY RECREATION CENTRE

Blackburn Community Centre	Office	963-3292
Columbus Community Centre	Office	964-2744
Connaught Youth Centre	Office	561-1467
Hart Community Centre	Office	962-6260
Kinsmen Club of PG	Mike Maguire	562-8767
PG Family "Y" .	Adrienne Labonne	562-9341
French Community Centre.	Office	561-2565

COMMUNITY SERVICE

Aids Prince George	Olive Godwin	562-1172
Auxiliary to PGRH	Anne Muirhead	564-7337
BC Parent Support Circles .	PG Crisis & Info Line	563-1214
Big Brothers & Big Sisters of PG	Brenda Turner	563-7410
Block Watch	Cst Amelia Hayden	561-3323
BRAVE (Bully Resistance & Violence Educ)	Cst Gary Godwin	962-1298
Canadian Cancer Society	Steve Horton	564-0885
Canadian Red Cross Society .	Chris Bone	564-6566
Carney Hill Neighborhood Centre.	Cathy Wiegand	563-0858
Citizens on Patrol (COPS)	Cpl Tom Burkett	561-3318
Community Gardens Prince George Society	Jovanka Djodjevich	564-3859
Community Volunteer Income Tax Program	Shelly McDonald	561-7891
DARE	Cst Julie Lanctot	561-3369
Elizabeth Fry Society	Marilyn Suddaby	563-1113
Elks Lodge	Jed Dukart	964-7477
Friendly Phone Program.	Cpl Tom Burkett	561-3318
Heart & Stroke Foundation of BC & Yukon	Suzanne Anderson	562-8611
K of C Sacred Heart Council 8927	Lou Veeken	562-7851
Lifesavers First Aid Training Ltd	Roy Bernhardt	562-1238
Northern Family Health Society	Marlene Thio-Watts	561-2689
Northern John Howard Society of BC	George Harding	561-7343
Phoenix First Aid	Joan Bain.	563-8790
PG Block Parent Program	Office	564-3454
PG Crisis Intervention Society	Verna MacLeod	564-5736
PG Kinsmen	Mike McGuire	562-8767
PG Parents of Twins & Triplets Assoc	Karen Nicklen	964-4425
PG Search and Rescue	Jeff Smedley	962-5824
PG United Way	David Coffin	561-1040
REAPS	Teri McClymont.	561-7327
Royal Purple	Beatrice Stanley	564-4534
Rural Crime Watch	Cst John Bigras	561-3319
Safety Training Academy	Heather Ingham	614-2200
Speed Watch	Cst John Bigras	561-3319
St John Ambulance.	Linda Robison	561-1696
Town Centre Business Association	Office	564-0955
Volunteer Grandparents Society of BC	Linda Llewellyn	962-4628
Volunteer PG.	Office	564-0224
Welcome Wagon	Laurie Hooker	562-3115

CRAFT

Northern B.C. Woodcarvers Assoc	Brenda Heft	963-7573
PG & District Doll Club.	Mary Taschner	564-6608
PG Potters' Guild	Studio 2880	562-4526
PG Quilters Guild	Pat Sexsmith	563-1445
PG Stitchery Guild	Linda Schwab	964-0265
PG Weavers & Spinners Guild	Jean Walker	564-4764
PG Woodturners Guild	Lionel Browne	564-0750
Sewing Made Simple	Jackie	563-5870

CULTURE

Atlantic Prov Assoc of Northern BC	Emily Parnell	963-7135
Fraser-Fort George Regional Museum	George Phillips	562-1612
Huble Homestead Giscome Portage Hist. Soc	Craig Belfry	564-7033
Le Cercle Des Canadiens Francais	Office	561-2565
PG Celtic Club.	Kevin Aldridge	563-0642
PG Native Friendship Centre	Mona Aldoff	563-5085
PG Oral History Group.	Ernie Kaesmodel	562-4339
PG Railway Museum		563-7351
German Canadian Rheingold Club	Marlies Greulich	563-8525
Sons of Scotland Benevolent Assoc	Ann Bailey	562-0725

PRINCE GEORGE EVENT PLANNING GUIDE

DANCE

BC Assn of Performing Arts Festival	Ann Bruce	564-5384
Central Int Highland Dance Assoc	Debbie Page	964-1460
Hans Jensen School of Dance Sport.	Hans Jensen	564-9156
Judy Russell's Dance Studio	Tracey Bowers	563-2902
Lorna Carbutt's School of Dance	Lorna Carbutt	562-9243
North Country Dancers	Kathy Matwick	563-5265
Northern Twisters Square Dance Club	Gys Koop	563-4828
Performers North Dance Company	Tracey Bowers	563-2902
PG Caledonian Dancers	Valerie Wright	562-6887
PG Dance Festival	Pat Krebs.	562-8581
Wandering Rebels	Mrs. Martin	563-3998
Yalenka Ukranian Dancers Society	Diane Bihun	564-9102

EDUCATION

Canadian Federation of University Women	Beryl McMurray	563-3428
CNC Admissions & Registration Office	Dale Gruntman	562-2131 (local 385)
CNC Community & Continuing Education	Deena Viik	561-5846
CNC Home Support Res Care Program	Gloria Heinzmann	562-2131 (local 223)
Continuing Education, School District #57	Teresa Saunders	564-6574
Early Childhood Educators of BC	Anne-Marie Prediger	964-0188
Education Foundation For Foreign Study	Linda Llewellyn	564-0955
First Nations Ed Support Services	Marlene Erikson	562-2131 (local 460)
G Montessori Education Society	Garth Walmsley	562-0317
Learning Difficulties Centre	Tamara Arnold	564-8011
Le Coin des Petits	Office	561-2565
PG Public Library	Edel Toner-Rogala	563-9251
Take Off Pounds Sensibly (TOPS)	Kim Barry	561-1008
The Ecology Circle	Carolyn Linden	563-5390
Toastmasters – Area 42	Charles Herger	562-5645
Toastmasters – Area 45 & VPPR Committee	John Baragar	562-3920
Toastmasters – Canfor	Ruth Sayers	964-7129
Toastmasters – Cariboo	Bill Jones	612-0230
Toastmasters – City Centre	Kerry Pateman	564-7136
Toastmasters – College	David Boyle	562-1317
Toastmasters – Hart	Julia Law	962-9896
Toastmasters - New Dimension	Steve Johnson	563-6149
Toastmasters – Prince George	Paul Strickland.	562-7432
Toastmasters – Spruce Capital	Frances Mantler	562-8960
Toastmasters – Teletalkers	Kathy Abernethy.	964-7277

EQUESTRIAN

Bridlewood Pony Club	Sandra Karaz	963-9145
Central Interior Arabian Horse Assoc	Bill Campbell	971-2306
Dusty Trail Riders	Donna Roy	964-1459
Interior Pony Racing Assoc	Vic Doll	962-6354
North Central Appaloosa Club	Howard Jackson	963-9779
PG Barrel Racing Assoc	Melanie Greco	962-2488
PG Horse Society	Office	563-2200
PG Reining Horse Assoc	Carrie-Lynn Jansen	560-5232
PG Rodeo Association	Max Schultz	330-4485
PG Saddle Club	Gina Bedome	564-4841
Spruce Ridge Pony Club	Cora Leigh Mann	964-2735
Timberline Riders Horse Club	Carol Brown	963-7159

FIELD

North Cariboo Sr Soccer League	Terry Carter	962-8187
Pine Centre Slo-Pitch	Leanne Otterson	561-2653
PG Babe Ruth Baseball	Ken Wood	561-1990
PG 5/5 Slo-Pitch League	Tracy Bowers	964-0694
PG Gnats Rugby	Bill Percival	964-3631
PG Grays Jr Baseball	John Kazakoff	564-6416
PG Mens Flag Football	Travis Jomha	964-7228
PG Mens Slo-Pitch Assoc	Larry Mehrer	563-2747
PG Merchant Mens Fastball Assoc	Al Meredith	562-6181
PG Minor Football	Scott Yeuhet	963-9445
PG Minor Girls Softball Assoc	Rick Hogh	964-8628
PG Mixed Rec Slo-Pitch	Terry Wolczuk	561-0641
PG Mixed Rec Slo-Pitch	Laurie McGregor	962-2725
PG Mixed Rec Softball League	Mary-Ann Dacosta	562-3253
PG Senior Women's Fastball Assoc	Donna Robinson	561-2225
PG Track & Field Club	Tom Masich	564-9528
PG Women's Soccer Assoc	Shona Ames	961-6642
PG Youth Baseball	Office	962-1996
PG Youth Soccer Assoc	Heather Carter	564-5900
Senior Mens Baseball League	Derek Knight	564-3406
Spruce City Men's Fastball Assoc	Joe Lilley	563-7479
Spruce City Minor Boys Softball	Steve Spalleck	960-9667

PRINCE GEORGE EVENT PLANNING GUIDE

FITNESS

Centurion Fitness Centre	George Cruwys	562-3468
Ergo-Fit	Lorelei Fitzpatrick	564-0433
Fitlife Personal Training Services	Rae Kamstra	962-6641
Fitness North	Ken Thompson	561-0557
Health in Action Consulting	Tracie Albisser	967-4693
Health Ventures	Lorelei Fitzpatrick	564-0433
PG Family Y	Sharon Pepper	562-9341
The Fitness Express	Marion Chase	967-4001
(Yoga) – Cowan Wellness	Lynda Cowan	561-1460

GYMNASIUM/INDOOR

BC Indoor Soccer League	Robert Niedermayer	562-4261
Mens Indoor Soccer	Gaetano Mauro	562-1837
PG Gymnastics Club	Jennifer Watt	564-7353
PG Handball Assoc	June Sakamoto	564-4384
PG Junior Squash Assoc	Martin Pitt	562-3321
PG Masters Basketball	Tony Southgate	964-6551
PG Minor Basketball Assoc	Tom Dawson	564-1062
PG Table Tennis Club	Brenda Kula	561-0278
PG Women's Basketball	Janis Schaffe	964-1135
PG Youth Volleyball Club	Dianne Fowlie	561-5848 (local 388)
The Crag Indoor Climbing Gym	Kevin Prouse	561-2724

HOBBY

David Douglas Botanical Garden Society	Grace Morrice	563-8924
PG Aeromodellers Assoc	Olaf Starck	962-2433
PG Amateur Radio Club	Frank VanderZande	961-1173
PG Astronomical Society	Jon Bowen	563-9869
PG Billiards Assoc	Kathy Harris	964-1719
PG Bridge Club	Glen Ponto	562-2971
PG Community FM Stereo Society	Maurice Sluka	564-7285
PG Free Net	Kathy Plett	562-2131
PG Genealogical Society	Robin Fairservice	963-7362
PG Koi & Watergarden Club	John Dixon	962-8944
PG Photographic Society	Elmer Giesbrecht	963-3205
PG Radio Control Car Club	Dave Johnson	964-6007
Shire of Cold Keep	Diana Whitwick	963-9648
Spruce City Rock & Gem Club	Kim Lentz	962-5976

IMMIGRANT & MULTICULTURAL

Chinese Benevolent Association	Fu Teck Beng	563-1241
Immigrant & Multicultural Services Soc	Baljit Sethi	562-2900
Multicultural Heritage Society	Marlies Greulich	563-8525
Yalenka Ukranian Cultural Society	Peter Bihun	564-9102

MUSIC

BC Registered Music Teacher's Assoc	Wilma Romanin	564-4129
Bel Canto Children's Choir	Lil Vardy	561-2353
Music for Young Children	Melainie McDonald	962-6229
Northern Soc of Musicians & Artists	Dale Acott	564-8205
PG Cantata Singers	Jim Brinkman	563-6637
PG Community Band	Greg Anderson	964-6284
PG & District Music Festival	Peggy O'Brennan	962-7927
PG Folk Society	Jo Beattie	563-8344
PG Music School	Peggy O'Brennan	962-7927
PG Symphony Orchestra	Office	562-0800
Sweet Adelines	Shar-Anne Tagami	564-3342

OUTDOOR

Accredited Boat Proficiency Courses	Lori Bernhardt	562-1238
Alpine Club of Canada - PG Section	Mark Earle	964-9853
Subzero Skydivers	Barry Cyr	964-8228
Backwater Paddling (Kayaking)	Rick Brine	964-7400
Caledonia Nordic Ski Club	Linda Piov esan	562-7649
Caledonia Ramblers Hiking Club	Dave King	564-8887
Canadian High Altitude Society	Peter Austen	564-9397
Canadian Ski Patrol	Greg Hutton	561-3961
Central Interior Freestyle Ski Club	Delores St Amand	962-7050
Cranbrook Hill Greenway Society	Robin Draper	962-2923
Firearms Safety Training	Roy Lemcke	964-3227
Goose Country Sleigh Rides	Randy Armstrong	962-7721
Midnight Archer	Pat Caron	562-9818
Nancy Greene Ski League	Deryl Truman	564-4636
Ness Lake Bible Camp	Office	967-4248
Northern BC Caving Club	Steve Smith	964-7091
Northern Bear Awareness	Sandra Nahornoff	563-5437

PRINCE GEORGE EVENT PLANNING GUIDE

Northern Lights Skydivers	Ray Trudel	562-3414
Northern Raptor Preservation Society	Rachel Morey	962-0015
NW Brigade Canoe Club	Allane Brine	964-7400
PG Alpine Ski Club	Tim Nevison	964-0968
PG Backcountry Recreation Society	Bill Floyd	962-8075
PG Carriage Tours	Bernie McKnight	441-3390
PG Cycling Club	John Tolkamp	962-2075
PG Golf & Curling Club	Tammy Pennell	563-0357
PG Horseshoe Club	Benita Karlson	962-7203
PG Lawn Bowling Club	Bea Rolls	563-0311
PG Naturalist Club	Sandra Kinsey	963-8381
PG Orienteering Club	Ian Schokking	562-1231
PG Polar Bear Luge Club	Pat Kearns	614-1849
PG Power & Sail Squadron	Barry Smith	964-9126
PG Roadrunners	Frank Blues	964-3293
PG Rod & Gun Club	Roy Nagel	562-6858
PG Sailing Association	Judith Pullan	964-8043
PG Snowmobile Club	Robert Orr	563-5253
Polar Coachman Flyfishers	Bob Lyford	964-7628
Predator Paintball Park	Brian/Deena Viik	561-2204
Silvertip Archers	Ted Stern	963-7538
Sons of Norway Ski Club	Jennifer Fletcher	964-6564
Spruce City Wildlife Association	Gary Collett	563-5437
Sundown Summercamp	Kristine Brownscombe	998-4755
Supertrak BMX	Susie Fairbairn	564-0286
Two Rivers Canoe Club	Faye Hallett	963-8704

PRESCHOOL

Blackburn Lil' Rascals Preschool	Sandra Goodkey	963-3292
College Heights Playschool	Cheryl Vanderlinde	964-2662
Edge-Meadows Preschool	Jessica Hrechka	562-2800
Hartland Preschool	Donna VandenBrink	962-5288
LeCoin Des Petits	Office	561-2565
Lil Sonbeams Preschool	Debbie Waugh	562-3323
Panda Bear Preschool	Louise/Susannah	562-3065
Spruceland Parent Participating Preschool	Trish Lazar	563-5230
Storytime Family Child Care	Michelle Muncaster	962-5914

RACQUET

Ladies Morning Badminton	Heather Medwedew	962-9540
PG Squash Association	Louis Gagne	962-2295
PG Tennis Club	Clubhouse	564-5683

REFEREE

Northern Interior Minor Football Officials Soc.	Ed Jerick	964-9454
PG Basketball Officials Assoc	Glen Goudy	564-5469
PG Softball Umpires Assoc	Eric Henderson	563-0778

SENIORS CLUBS

BC Seniors Games -Zone 9	Dick Voneugen	962-7672
Elder Citizen Recreation Assoc	Sandy Wanner	561-9381
Golden Age Social	Joan Grainger	563-9814
Hart Pioneer Centre Assoc	Koke Madigan	962-6712 or 962-9834
Laurier Seniors Club	Kim Dixon	563-1478
Northern Interior Regional Health Board	Christine James	563-9966 (local 4)
PG & Dist Sr Citizens Activity Centre	Wendy Tizzard	564-3287
PG Council of Seniors	Eric Benwell	562-1382
PG Grass Roots Cribbage Club	Linton Walker	562-4827
PG Peggys Club	Bob Townsley	561-1228
Rainbow Adult Day Centre	Christine James	563-9966 (local 4)
Sacred Heart Senior Citizen Society	Lou Veeken	562-7851
Seniors Hotline		564-9100
Seniors Outreach Program	Marianne Luther	564-5888
Seniors Wellness	Kim Dixon	563-1478

SPECIAL EVENTS/PROGRAMS

Canadian Northern Children's Festival	Office	562-4882
Forest Expo	Trudy Swaan	563-8833
Northern BC Winter Games Soc	Silia DallaLana	563-6196
PG Exhibition	Sandi Switzer	563-4096
PG Iceman Society	Kathy Lewis	564-1552
PG Mardi Gras of Winter Society	Bill Opdahl	564-3737
PG Oktoberfest Society	Wolf Tietbohl	563-1321
Summerfest Committee	Jane Schaak	960-9160

SPECIAL NEEDS

Active Support Against Poverty	Office	563-6112
AimHi - PG Assoc For Comm Living	Melinda Heidsma	564-6408
Autism Society of BC	Heather Borland	561-0881

PRINCE GEORGE EVENT PLANNING GUIDE

BC Schizophrenia Society	Kim Dixon	561-8033
BC Special Olympics	Sallie Szanik	562-2418
Brain Injured Society	Office	564-2447
Cerebral Palsy Sports Assoc of BC	Judy Dix	561-7609
Challenger Little League Baseball	Gord Robertson	564-5681
Child Development Centre	Bob Bigelow	563-7168
Disabled Skiers Assoc (Zone 8 NE)	Joan Lasure	564-6293
Handy Circle Promotions Society	Vivienne Candy	563-1852
PG Alzheimer's Society	Joy Crego	564-7533
PG Canadian Hard of Hearing Assoc	Terri Walker	962-1663
PG Deaf Childrens Society	Office	563-2425
PG Dyslexic Support Society	Rita Larsen	564-8011
PG Interpreters Assoc	Tamara Goerz	963-9622
PG Therapeutic Riding Assoc	Barb Warkentine	962-5082
PG Titans Wheelchair Basketball Club	Pat Harris	563-6942
We Care Home Health Services	Joan Kroetsch	563-3501
Western Inst Deaf & Hard of Hearing	Katherine Hazelwood	562-8001

YOUTH

#396 Royal Canadian Air Cadets 4 - H	Nadine Laurent	564-9053
2618 Royal Canadian Army Cadets	Pat Culham	964-2774
Diocese of Prince George (Catholic)	Michelle McFarlin	563-2060
First Baptist Church Youth Group	Joe Glaab	964-4424
Fort George Fraser District	Dave Callaway	564-4522
Girl Guides of Canada Hart Division	Pat Ostash	564-4466
Girl Guides of Canada Nechako Division	Dawn Marguardt	962-2436
Hartland Baptist Church Youth Group		563-8454
Int Order of Job's Daughters	Joel Carlaw	962-8641
Junior Forest Wardens	Lynn White	563-6875
Navy League Cadets #142 Aurora	Karen Haasjes	964-0625
Nights Alive	Paul Green	962-6145
Prince George Pentecostal Church	Lance Potskin	562-2538
Prince George Youth Church	Rod Fish	564-7434
Royal Can Sea Cadets 158 Grizzly	Ben Erbacher	563-1003
Sacred Heart Youth Group	Mark Lawrence	563-7137
Scouts Canada – Ft George Fraser Dist	Sheila Okeley	963-7092
Scouts Canada - Nechako District	Candi Hewitt	564-8832
St Mary's Youth Group	Candy Martin	561-9250
Westwood MB Church	Roberta Chartrand	564-4097
Youth Around Prince Resource Centre	Craig Reimer	562-3711
Youth Bowling Council	Susie Wheeler	565-6271
	Linda Hogh	964-8628

PRINCE GEORGE EVENT PLANNING GUIDE

APPENDIX K

Sample Bid Applications, Senior Games



CITY OF
PRINCE GEORGE

WELCOME TO PRINCE GEORGE
BC's NORTHERN CAPITAL



**A Bid to Host the 2002
BC Seniors Games**

TABLE OF CONTENTS

Proposed Dates

Prince George-BC's Northern Capital

Major Events

Games Legacy

Volunteer Recruitment

Volunteer Recognition

Registration and Accreditation

Food Services

Accommodations

Transportation

Medical Services

Public Relations

Opening Ceremonies

Closing Ceremonies

Special Events

Budget

Sport Venues:

Headquarters

Core Sports

Optional Sports

Letters of Support

PRINCE GEORGE EVENT PLANNING GUIDE

PROPOSED DATES

The proposed dates for the 2002 BC Seniors Games, in Prince George, is August 28-31.

The weather for late August is traditionally good. The average temperature for the summer is average 22 C.

Prince George—BC's Northern Capital

The City of Prince George is located in the heart of British Columbia's central interior at the junction of Highway 97 and Highway 16. Since it's incorporation in 1915, Prince George has become the major service center for the northern half of the province. Prince George is situated in a bowl at the confluence of the Nechako and Fraser Rivers and is surrounded with lush rolling foothills of coniferous forests that steadily creep upwards to the Rockies to the east, and the coastal mountains to the west. Prince George is a single days drive from all corners of the province, and offers daily air and bus service.

The city's most striking feature is the people who live here. The population of Prince George has grown, to over 80,000 but has not lost its small town friendliness.

For several years Prince George has been successful in hosting many regional, provincial, national and international events. The city has the reputation for its warm hospitality and for its ability to go above and beyond to accommodate visitors. With the opening of it's newest facilities: the Prince George Civic Centre in 1994; the University of Northern British Columbia in 1994; the Prince George Multiplex in 1995; the Prince George Tennis Club complex in 1995; the Prince George Lawn Bowling Greens in 1997; and the Prince George Aquatic Centre in 1998 Prince George has strengthened it's ability to host and accommodate events of the highest caliber.

In addition to the wonderful recreational facilities, Prince George has a great deal of other opportunities for it's visitor from retail, to arts and cultural events, and to the many outdoor recreational experiences.

Community spirit is deeply ingrained in Prince George, especially in support of recreation and sports with over 400 recreation, sport, cultural and community service groups, our volunteers are our community's pride. Prince George boasts a recreation and sport delivery system that is run through a network of volunteers committed to enhancing the quality of life.

PRINCE GEORGE EVENT PLANNING GUIDE

Major Events Held in Prince George

With the establishment of many new facilities, Prince George has seen a substantial increase in major sporting and cultural events held in the city. Some events held in the past include:

<i>Event</i>	<i>Participants</i>	<i>Volunteers</i>	<i>Budget</i>	<i>Contact Information</i>
1990 BC Summer Games	5000	5000	750,000	Don Basserman, 195 McDermid Dr., Prince George, V2M 4T9
Pacific Northwest Babe Ruth Baseball championships 1988/95	300	200	55,000	Shirley Gratton, 7845 Kelly Road S, Prince George, V2K 2H5
BC Cycling Championships 1990	300	100	20,000	John Tolkamp, 3317 Bellamy Road, Prince George, BC
Canadian National Canoe Championships 1991	200	100	35,000	Chris Cupp, 1438 Paxton Crescent, Prince George, BC
BC Special Olympic Games 1991	2500	1000	300,000	Sally Szanick, 1957 Harper Drive, Prince George, BC, V2M 2Z3
Western Canadian Figure Skating Championships 1991	500	300	50,000	Gloria Benziac, 132 Thatcher Crescent, Prince George, BC, V2M 63C
Canadian Jr. Cross Country Ski Championships 1992	300	250	45,000	Jim Burbee, 3003 Riverview, Prince George,
Canadian Jr. Men's Fastball Championship 1995	250	200	90,000	John Kearns 1060 Nelson Crescent, Prince George, V2M 5A2
Canadian Little League Championships 1996	300	200	75,000	Audrey Foster, 4044 Krystal Places, Prince George, BC, V2K 4L6
BC Minor Lacrosse Championships 1996	300	100	30,000	Mourna Cable, 4609 Rainier Crescent, Prince George BC
BC Festival of the Arts 1986, (1998)	900	300	630,000	Sandy Edgar, 2853 Ridgeview Drive, Prince George, BC
1992 Canadian Colleges Athletic Association Volleyball Championships	400	100	38,000	David Wharrie, 2752 McGill Crescent, Prince George, BC
Western Canadian Senior Men's Baseball Championships 1992	400	200	40,000	John Kazakoff, 4480 Urquhart, Prince George, BC
Pre-Commonwealth Games Track and Field Meet 1994	180	70	70,000	Tom Masich, 237 Wilson Cresc. Prince George, BC
Northern BC Winter Games 1996				
Legion National Tack and Field Championships 14-17 yrs.	365	150	18,000 +	Tom Masich, 237 Wilson Cresc. Prince George, BC

International Year of Older Persons Conference will be held in P.G. In September 1999
The Scott Tournament of Heats will be held in Prince George February 2000

Other Key Contacts:

George Paul, City Manager,	City of Prince George	561-7600
Tom Madden, Director Leisure Services	City of Prince George	561-7600
Phil Redmond, Superintendent	School District # 57	561-6800
Tina McComb-Tardif, Director of Athletics	College of New Caledonia	562-2131
Merideth Bogle, Coordinator	Northern Sport Develop Ctr	563-5955
Sherry Sethen, Executive Director	Chamber of Commerce	562-2454
Dave Petryk, Manager	Prince George Tourism	562-3700
Dale McMann , CEO	PG Region Development Corp.	564-0282

PRINCE GEORGE EVENT PLANNING GUIDE

Games Legacy

In the event the Games are awarded to Prince George, the board of directors would develop a process to identify projects that would benefit most from the legacy dollars. The process most likely would allocate dollars to facility improvements, equipment enhancements and volunteer development. The availability of legacy funds from the Games will inspire some organizations to consider projects resulting in a boost to the development of their sport. Some examples of where legacy dollars may be allocated include:

Sharing the Legacy

In the year 2002 many of the participating sport groups may require upgrades and improvements to their facilities and/ or equipment in order to host the Games. A planned process of relinquishing legacy dollars to groups in most need of improvements could be implemented.

Community Volunteer Network

The Community Volunteer Network has assisted in the success of many large events in the city by recruiting the necessary volunteer resources required. Legacy dollars directed at this organization would ensure that future events would be able to benefit from its efforts.

Volunteer Recruitment

Prince George is fortunate to have a very strong infrastructure of volunteer resources. The procedure for recruiting volunteers will involve a number of phased in steps.

Phase One

Volunteers required for the initial key committee positions will be recruited from associations and clubs that have past experience with hosting major events. These key individuals through their respective networks will recruit other volunteers that would head sub committees under each operational area. The "key" volunteers would represent the organization structure for the preliminary planning stages prior to the Games. From each committee's plans, the number of volunteers and their roles would be identified. These initial groups of volunteers would be recruited within 3 - 4 months of the Games being awarded.

Phase Two

The 2nd phase of volunteer recruitment, which represents the majority of volunteers, would begin approximately 10 months prior to the Games. By this time the main organizing committee and sub committees will have determined the required volunteer

PRINCE GEORGE EVENT PLANNING GUIDE

numbers for identified positions. Some volunteer positions will be directly assigned to specific areas (e.g. sport medical, food services) because of their technical backgrounds. Others will be recruited through a massive campaign, coordinated through a "Volunteer Center".

Phase Three

The "Volunteer Center" would use a massive media campaign to solicit the public to become a volunteer of the Games. The "Volunteer Center" would have a central system for volunteers to register their name using all communication methods, including, phone, fax, and the Internet. The "Volunteer Center" would require full time staff or volunteers in order to catalogue screen and assign the registered volunteers.

Phase Four

Orientation of the volunteers will take place two weeks prior to their Games. Specific orientation for particular areas will happen earlier, with a huge rally held one week prior to the start of the Games at the Prince George Multiplex.

Volunteer Recognition

Volunteers will be recognized during the Games by clearly identified T-shirts, ball caps, etc. that would serve not only as a souvenir, but also to identify the volunteer. A more formal recognition of the volunteers will take place immediately following the game at a volunteer "thank you" rally that will feature an afternoon hospitality function at the Prince George Multiplex or the Prince George Civic Centre.

Registration and Accreditation

The registration and accreditation of all volunteers and participants will take place at the "Games Headquarters" which will be at the Prince George Civic Center. By using computer software packages containing data bases of volunteer and participant information an efficient and speedy accreditation process would be guaranteed. A laminated identification card would be assigned to each volunteer and participant that would contain all necessary information relating to accommodations, meals, events etc. Volunteer accreditation would take place a week prior to the arrival of the athletes in order to give the registration committee a "dry run" of the procedure.

Through coordination with the BC Seniors Games Society volunteer "hosts" would greet each bus coming into Prince George from the airport or highway. The host would welcome the participants and provide information regarding the registration process and other details.

Media and VIP accreditation would take place at the Prince George Civic Centre prior to athletes arriving.

PRINCE GEORGE EVENT PLANNING GUIDE

Food Services

The primary goal of the food services function is to provide nutritional box lunches to the participants at the various sport locations. At some of the locations special arrangements would have to be made as they have exclusive contracts with the food service providers. At locations that do not have food service providers on site, a contract would be arranged with local caterers with experience in preparing nutritious box lunches.

To accommodate other meals, the participants have many choices from over 100 restaurants to satisfy every ethnic taste and budget. Many restaurants are conveniently located within easy access of local hotels and motels. A supporter's package will be available with additional hotel information.

The Prince George Civic Centre is capable of providing a buffet style meal for a maximum of 1500 in one sitting.

PRINCE GEORGE EVENT PLANNING GUIDE

Accommodations

Prince George has a variety of options for accommodations from hotel/ motel rooms, to RV Parking, and Bed and Breakfast. If Prince George were awarded the games, accommodations would be block booked for this event. There are many hotels/ motels in Prince George that would be able to accommodate this event. Below is a sample, including some RV Parks and the Bed and Breakfast Association.

<i>Hotel</i>	<i>Rooms, Rates</i>	<i>Address</i>	<i>Features</i>
Best Western 563-1267	53 rooms \$80/ Dbl	910 Victoria St. Prince George,	Restaurant
Coast Inn of the North 563-0121	152 rooms \$90/ Dbl limit 4	770 Brunswick St. Prince George V2L 2C2	Dining Room (2) Coffee Shop (1) Pool, sauna, swirl, fitness
Carmel Motor Inn 564-6339	90 rooms \$48-\$68	1502 S Highway 97 Prince George	Restaurant Lounge
Connaught Motor Inn 562-4441	97 rooms \$52-\$60	1550 Victoria Prince George, V2L 2L3	Air Conditioned~Kitchenettes Restaurant Indoor pool, sauna and swirl pool
Simon Fraser Motel 562-3181	75 rooms \$68-\$80	600 Quebec St Prince George	Lounge, Pub Restaurant Gift Shop
Ramada Inn 563-0055	199 rooms \$90/ Dbl limit 4	444 George St. Prince George V2L 1R6	Dining Room & coffee shop Pool, whirl, sauna
Sandman Hotel 563-8131	160 rooms \$80/ Dbl \$90/ Suite	1650 E Central Prince George V2M 3C2	Dining Room and Restaurant (24 hours) Pool, sauna,
Yellow Head 562-3171	96 rooms \$62	1445 Central W Prince George	Lounge

Camping and RV Parks: (this is only a sample of what is available)

South Park RV Park

- 55 Sites - \$12-20 per 2 persons
- 5 km south of Prince George, full hook ups, laundry, sani-station, showers, store and golf course

Hartway RV Park

- 40 sites - \$12-16 per 2 persons
- 9 km north of Prince George, full hook ups, laundry, cable, sani-station, showers

Blue Spruce RV Park and Campground

- 128 sites - \$15-20 per 2 persons
- 5 km west of Prince George, full hook ups, heated pool, sani-station, laundry

Bed and Breakfast Association: 561-2337 Toll Free 1-877-562-2626

PRINCE GEORGE EVENT PLANNING GUIDE

Transportation

At the geographical centre of British Columbia, Prince George is only a single day's drive from all corners of the province. The City is located at the junction of Highways 16 (Yellowhead) and 97. The Prince George Airport is only 10 minutes from downtown and offers daily jet service via Canadian, Air BC and West Jet. Currently there are 10 flights per day from Vancouver, and daily flights from Kamloops, Dawson Creek, Fort St. John, Terrace and Smithers. BC Rail and Greyhound bus service the community as well.

The current transportation system already available in the city combined with the buses used for transporting the participants to Prince George would provide ample resources for an effective internal transportation system. Currently Laidlaw transit has 75 school buses, and 8 – 11-15 person passenger shuttle buses, other transportation vehicles that would be approached include BC Transit, Handy Dart Service, and Greyhound.

In the registration package participants and their guests would be asked if they would require transportation during the games. From the response, a more definite transportation plan could be designed.

The transportation system would be controlled from the Games headquarters dispatch center. Routes or "loops" would see identified buses and shuttles arriving at pre-determined stops approximately every 15 minutes with the total loop taking no more than 30 - 40 minutes. Special shuttle routes for participants going to venues outside the general loops will have a separate daily schedule. All routes and schedules would be clearly posted at all accommodation, sport, and food services venues. Bus stop locations would be clearly identified with appropriate information to prevent any confusion. Other considerations regarding the transportation system would be: 1) secured equipment storage for participants at sport venues to limit the movement of equipment 2) accommodations located as close as possible to sport venues to limit the time and distance for transportation, 3) food service locations located within close proximity of sport venues to limit travel. Contingency vehicles and drivers would be on stand by for any problems or emergency transportation situations. This service would also be controlled from the main dispatch center.

Special bus service will be set up for the opening ceremonies and other special events. By utilizing the existing buses and available highway coach's participants would be transported to the Multiplex/ Massey Place Stadium for the opening ceremonies. Prince George Transit would be approached to consider offering free transportation to the public to the opening/ closing ceremonies to minimize congestion at the facility.

PRINCE GEORGE EVENT PLANNING GUIDE

Medical Services

Prince George is recognized as the regional medical center for a good portion of Northern BC. The medical services include:

- A 350 bed accredited regional hospital (acute care, extended care, emergency, referral, diagnostic)
- After hours walk in clinics
- Five physiotherapy centers
- A sports medicine clinic
- St. John Ambulance registered volunteers
- Full time and part time ambulance attendants
- A full range of specialists, dentists, optometrists and doctors

The goal of the host committee would be to have first aid attendants and first aid kits available at every related venue with access to a qualified physician within minutes of each venue. Ambulance services would be coordinated so that appropriate coverage would be in place for all of the related events. The main medical center would be located at Games headquarters where all medical personnel would be coordinated and dispatched. On site medical centers would be clearly identified and visible to all participants, volunteers and spectators. Other services such as general physiotherapy advice would be available as coordinated through the medical headquarters. The committee would work on a plan to work with the local sport medical team to arrange for a physiotherapist to be available during the games.

Public Relations

The Prince George media is in full support of hosting the BC Seniors Games. The media has a long-standing tradition for supporting local sporting events in the community. In order to maximize the success of the Games, local media representatives would be active members of the organizing committee. From the very preliminary plans to the final day of the Games, the media would be active with Game's activities including: media releases to announce the awarding of the Games; releases to help recruit volunteers; promotion of contests to name mascots; solicitation of sponsors; fund raising activities; weekly updates from Games headquarters; profiles of volunteers, venues and local athletes; Games exclusive features containing schedules, venues, transportation, information for specific use at the Games, and coverage throughout the week of the event. The local media includes:

<i>Radio</i>	<i>Television</i>	<i>Newspaper</i>
• C101 FM – Country	Cable 10	Prince George Citizen
• CIRX FM – Rock	CKPG	PG This Week
• CBC FM - Public Information	BCTV	PG Free Press
• CKPG AM - Adult Easy Listening		Seniors Side
• CJC1 AM - Country		

PRINCE GEORGE EVENT PLANNING GUIDE

Opening Ceremonies

Opening Ceremonies would be held at the Massey Place Stadium with seating capacity of 1800 in the stands and up to 5000 using the grass. A contingency facility would be the 6000 seat Prince George Multiplex. The Opening Ceremonies would involve a colorful display of Prince George's diverse cross section of history, culture, and community achievement. We would approach local performing artists including representatives from the aboriginal community, dance troupes, and the Prince George Symphony Orchestra to entertain the athletes and their guests.

Closing Ceremonies

The Closing Ceremonies would see the athletes reflect on their Games experience through a presentation that would emphasize the philosophy and spirit of the game and profile the pride of the Prince George.

Special Events

Prince George will certainly deliver on its reputation for first class hospitality. Participants will enjoy a multitude of activities that will satisfy all interests and tastes. Some examples of special events that could be offered include:

- Theatrical presentations at the newly renovated Prince George Playhouse
- Adult cabarets at the Prince George Civic Center
- Art exhibits at the Prince George Art Gallery
- Special exhibits at the Fort George Regional Museum
- Display on local sport history at the future Prince George Sports Hall of Fame
- VIP, officials and Media receptions sponsored by local corporations held at local hotels

PRINCE GEORGE EVENT PLANNING GUIDE

DRAFT BUDGET

2002 BC Seniors Games

NOTE: The final budget would need to be prepared by the host committee in consultation with the BC Seniors Games Coordinator

REVENUE:

BC Games Society	\$ 75,000
Municipal Government	
Cash	\$ 30,000
In Kind	\$ 25,000
*Registration Fees	
Participants (1600 @ \$35)	\$56,000
Non Participants (400 @ \$35)	\$14,000
Sub Total	\$200,000
Other Revenue:	\$ 50,000
Fundraising	
Work Grants	
Program Advertising	
Souvenir Sales	
TOTAL	\$250,000

EXPENSES:

Administration	\$105,000
Salaries	
Telephone	
Equipment	
BOD Visit	
Stationary, etc	
Ceremonies	(included in special events)
Sound System	
Staging, etc	
Communications	\$ 4,000
Radios	
Cell Phones	
Microphones etc	

PRINCE GEORGE EVENT PLANNING GUIDE

Events	\$ 30,000
Equipment Rental/ Purchase	
Equipment transport, venue costs	
Food	\$ 50,000
Box Lunches	
Banquet	
Equipment Rental etc.	
Friends of the Games	
Medical	\$ 2,500
Equipment/ Supplies	
Ambulance, etc	
Promotions	\$ 7,500
Souvenir Program	
Newsletter/ Printing and Mailing	
Advertising etc	
Protocol	\$ 17,000
Medals	
Host Uniforms	
Director's Uniforms	
Host Society Reception, etc	
Security	\$ 4,000
Special Events	\$13,000
Torch-lighting Reception	
Official Opening	
Participant Events, etc	
Transportation	\$12,000
Bus Rental	
Fuel	
Vehicle Insurance, etc	
Volunteers	\$ 5,000
Registration Forms	
Appreciation Event	
Accreditation Tags, etc	
Total :	\$250,000

Sport Venues

Headquarters

Core Sports

Optional Sports

PRINCE GEORGE EVENT PLANNING GUIDE

HEADQUARTERS

The Prince George Civic Center would serve as the nerve center for the: Media, Transportation, Results, Medical, BC Games officials, Accommodations, Food Services, Volunteers, and Communications. The 60,000 square foot building has abundant space for accommodating a variety of centralized functions and is within 5 - 10 minutes of most sport venues. The facility also would house an information booth and message center for participants.



Prince George Civic Center

PRINCE GEORGE EVENT PLANNING GUIDE

PROPOSED SPORT VENUES 2002 BC SENIORS GAMES

Core Events

ATHLETICS

Facility Name: Massey Place Stadium
Facility Location: 2121 West Massey Drive

FACILITY DESCRIPTION

Running surface type: Polyurethane
Number of Lanes: 8
Number of Dressing Rooms: Male: 2 Female: 2
Number of Washrooms: Male: 2 Female: 2
Wheelchair assessable building? Yes

Is there an existing Track & Field program/ club in your community?
Yes - Prince George Track & Field Club

Contact : Tom Masich **Phone Number:** (250) 564-9528



Massey Place Stadium

PRINCE GEORGE EVENT PLANNING GUIDE

BADMINTON

Facility Name (S) Civic Centre (the YMCA or school will be an additional facility if required)
Facility Location: 855 Dominion St.

FACILITY DESCRIPTION:

Size: 18,000 Square Ft.
Floor Type: sprung hardwood
Ceiling Height: 28' Color: White tile
Color of Walls Pink, blue, purple, burgundy
Maximum No. of courts: 9
Number of Change Rooms Male 1 Female 1

Facility is fully wheelchair accessible

Is there an existing Badminton program / club in your community?
Yes- Programs at the YMCA

Contact Name: Gina MacDonald (with YMCA) **Phone Number:** 562-9341



Civic Centre Auditorium

PRINCE GEORGE EVENT PLANNING GUIDE

BADMINTON

Facility Name: Family YMCA
Facility Location: 2020 Massey Dr.

FACILITY DESCRIPTION:

Size: 80 x 64
Floor Type: hardwood
Ceiling Height: 21' Color: Grey

Color of Walls White

Maximum No. of courts: 3

Number of Change Rooms Male 1 Female 1

Facility is fully wheelchair accessible

Is there an existing Badminton program / club in your community?
Yes- Programs at the YMCA

Contact: Gina MacDonald (with YMCA) **Phone Number:** 562-9341

PRINCE GEORGE EVENT PLANNING GUIDE

BRIDGE

SOCIAL BRIDGE:

Facility Name: PG and District Senior Citizens Activity Centre Society

Facility Location: 425 Brunswick St.

FACILITY DESCRIPTION:

Size: 57 ft x 60 ft.

Maximum # of tables:40

Air-conditioned Facility Yes

Number of washrooms: 2 male and 2 female

Wheelchair accessible: Yes for facility and washrooms

Is there an existing social bridge program in your community? Yes

Contact: Eleanor Bleich **Phone Number:** (250)564-7737

DUPLICATE BRIDGE

Facility: Prince George Civic Centre

Facility Location: 855 Dominion St.

FACILITY DESCRIPTION:

Size: 30x40

Maximum # of tables: 15-25

Air Conditioned Facility: Yes

Number of Washrooms 2 male 2 female 2 accessible

Wheelchair accessible? Yes

Club/ program Yes

Contact: Bill Lim **Phone Number:** (250) 564-6235

PRINCE GEORGE EVENT PLANNING GUIDE

CARPET BOWLING

1st Choice:

Facility Name: College of New Caledonia
Facility Location: 18th Ave off of highway 97

FACILITY DESCRIPTION:

Dimensions: 110'x120'
Number of carpets 12
Equipment available 9-10
Floor Surface: hardwood
of washrooms 1 male 1 female (near the gym) there are more throughout the college
Wheelchair accessible building? Yes
Accessible washrooms Yes

2nd Choice:

Facility Name: 2- School District 57 schools
Facility Location: Central locations

FACILITY DESCRIPTION:

Dimensions: 48x58/ 46x68
Number of Carpets 6 per school
Equipment available 9-10
Floor Surface various floor types
Number of washrooms depends on the school in use
Wheelchair accessible? Yes
Accessible washrooms? Yes

Is there an existing carpet bowling program/ club in your community? Yes

Contact: L. Gregory **Phone Number:** (250) 563-3529

PRINCE GEORGE EVENT PLANNING GUIDE

CRIBBAGE

Facility Name: Royal Canadian Legion/ PG Senior Activity Centre Facility Location:
1335 7th Ave/ 425 Brunswick St.

FACILITY DESCRIPTION

Size:	32x190/ 120'x50'
Maximum No. of tables	40/ 40
Air-conditioned facility	No/ yes
Number of washrooms	3Male 3Female/ 2 male and 2 female
Wheelchair accessible building	Yes/ yes
Accessible washrooms	Yes/ yes

Is there an existing cribbage program/ club in the community? Yes

Contact:	Linton Walker	Phone Number:	(250) 562-4827
Or	Gwen Boudreau (at the Legion)		(250) 562-1292
Or	Alice Talbot (at Seniors Centre)		(250) 563-2167



Legion Hall, (setting up tables for tournament)

PRINCE GEORGE EVENT PLANNING GUIDE

CYCLING

Facility: -

Facility Location: Various location in and around Prince George

COURSE DESCRIPTION

Time Trial: Use of existing course used by the Cycling Club in Pineview, east of Prince George.

Road Race: A 67 K course is used yearly by the club from Purden Lake Provincial Campgrounds back into town. The road provides wide shoulders and is well suited to road racing.

Hill Climb: Foothills Blvd, in town, provides a good 2.8-Km climb and is a great challenge.

Start/ Finish Areas:

Time Trial—Pineview Store, east of the City of Prince George

Road Race—start at Purden Lake Provincial Campgrounds (east of PG) Finish Cotton wood Island Park, in Prince George

Hill Climb—start at North Nechako/ Foothills Blvd/ Finish Top of Foothills Blvd.

Is there an existing Cycling program/ club in your community? Yes

Contact: Joe Tailleir **Phone Number:** (250) 563-5435

PRINCE GEORGE EVENT PLANNING GUIDE

DARIS:

Facility Name: Canadian Legion Branch 43
Facility Location: 1335 7th Ave.

FACILITY DESCRIPTION

Dimensions: 32 x 190

Number of boards that can be accommodated: 20-30

Equipment Available: Will borrow from the PG Darts Association

Lighting: Good

of washrooms: 2 men's 2 women's

Is there an existing dart program/ club?
Yes, The PG Darts Association

Contact: Bill Crocker **Phone Number:** (250) 562-1524



Legion Hall

PRINCE GEORGE EVENT PLANNING GUIDE

5 PIN BOWLING:

Facility Name: Nechako Lanes
Facility Location: 1665 3rd Ave

FACILITY DESCRIPTION:

Number of Lanes: 8
Foul Lights Operational? Yes
Automatic scoring Available? Yes
Wheelchair accessible building? Yes
Spectator capacity: 40
Number of parking plenty
Is there an existing 5-pin bowling program/ club? Yes

Contact: Hanne Wilson or Martin Andersen **Phone Number:** (250) 564-7315



Nechako Bowling Lanes

PRINCE GEORGE EVENT PLANNING GUIDE

FLOOR CURLING

Facility Name: Kin 2
Facility Location: Ospika Blvd. -Exhibition Park

FACILITY DESCRIPTION

Maximum No. of rinks available 6

Equipment available To be borrowed from the seniors centre or neighboring communities

Floor Surface: Smooth cement floor

Number of Washrooms: 1 Male 1 Female

Wheelchair accessible building: Yes Washrooms Yes

Is there an existing floor curling program/ club? At the seniors centres

Contact: Nelson Chapman **Phone Number:** (250) 962-7228



Kin 2 (ice rink where we can 'make' a floor curling rinks

PRINCE GEORGE EVENT PLANNING GUIDE

GOLF

Facility Name: Prince George Golf and Curling Club
Facility Location: 2515 Recreation Dr. Prince George

FACILITY DESCRIPTION

Length of course: 6496 yds Par: 71

Clubhouse/ locker rooms and shower facilities: yes
Also, driving range, putting and chipping greens, dining room, lounge, and pro-shops

Number of power carts available: 23 Rental \$25 (tax incl.)

Scorecard attached: yes



PG Golf and Curling Club

PRINCE GEORGE EVENT PLANNING GUIDE

HORSESHOES

Facility Name: Prince George Horseshoes Club
Facility Location: Recreation Place, close to Ferry Ave.

FACILITY DESCRIPTION

Number of pitches available: 24

Shaded area available: yes

Number of Washrooms: 2 male 2 female

Is there an opportunity for horseshoe players to park motor homes at the facility?
Yes (subject to city approval)

Number of parking: Plenty

Is there an existing horseshoe program/ club? Yes

Contact: Vic Vallee **Phone Number:** (250) 962-5281



PRINCE GEORGE EVENT PLANNING GUIDE

SLO - PITCH SOFTBALL

FACILITY DESCRIPTION

1. Facility Name: College Heights
Facility Location: College Heights Secondary School Fields
Number of Diamonds: 4 Radius Distance: ?
Are diamonds fenced: No Infield Surface: Grass
2. Facility Name: Kenworth Field and Monty Gabriel Fields
Facility Location: Recreation Place
Number of Diamonds: 2 Radius Distance: 370 ft.
Are diamonds fenced: Yes Infield Surface: Grass
3. Facility Name: Babe Ruth and Rotary Park
Facility Location: Carrie Jane Grey Park
Number of Diamonds: 2 Radius Distance: 300 and 320 feet
Are diamonds fenced: Yes Infield Surface: Grass

Is there an existing Slo-pitch program/ club in your community? Yes

Contact: George Blackburn **Phone Number:** (250) 962-8326



Recreation Park Facility

PRINCE GEORGE EVENT PLANNING GUIDE

SNOOKER

Facility Name: P. G. Senior Activity Centre
Facility Location: 425 Brunswick St

FACILITY DESCRIPTION

Number of 6x12 tables: 8 tables
Number of 5 x 10 tables: none
Number of 5 x 8: 2
Number of Washrooms: 2 male 2 female
Spectator capacity: 25
Number of parking spaces: 36
Wheelchair accessible building: yes
Accessible Washrooms: yes

Is there an existing snooker program/ club in your community? Yes

Contact: Sam Wilderman **Phone Number:** (250) 563-3227
Or Betty Ann Barnes at 564-3287 (contact for the Activity Centre)

Note:

Snooker will most likely take place at a variety of locations, with the PG Seniors Activity Centre being the central location.

PRINCE GEORGE EVENT PLANNING GUIDE

SWIMMING

Facility Name: Prince George Aquatic Centre
Facility Location: Exhibition Park-1770 Munroe Ave.

FACILITY DESCRIPTION

Indoor Facility: Yes

Pool Size 52M (with two 1M bulkheads)

Number of swimming lanes: 8 @ 50M and 16 @ 25 M

Starting Blocks: Yes

Number of Change rooms	1 Male	1 Female
Number of Shower heads	3 Male	6 Female
Number of Washrooms:	2 Male	2 Female
Family Change room	Six with showers	

Wheelchair Accessible Yes Washrooms Yes

Referees Room: Yes

Public Address System: Yes

Number of parking spaces: 300 including overflow

Is there an existing swim program/ club in your community? Yes

Contact: Ken Robinson **Phone Number:** (250) 563-7440



Prince George Aquatic Centre

PRINCE GEORGE EVENT PLANNING GUIDE

SWIMMING

Facility Name: Four Seasons Leisure Pool
Facility Location: 700 Dominion St.

FACILITY DESCRIPTION

Indoor Facility:	Yes		
Pool Size	25 M		
Number of swimming lanes:	6 lanes		
Starting Blocks:	Yes		
Number of Change rooms rooms	1 Male	1 Female	2 family change
Number of Shower heads	6 Male	4 Female	2 on pool deck
Number of Washrooms:	2 Male	2 Female	
Wheelchair Accessible	Yes	Washrooms	Yes
Referees Room:	Yes		
Public Address System:	Yes		
Number of parking spaces:	80		
Is there an existing swim program/ club in your community?		Yes	

Contact: Ken Robinson **Phone Number:** (250) 563-7440

Note:

This facility would be used if the Aquatic Centre was not seen as practicable

PRINCE GEORGE EVENT PLANNING GUIDE

TABLE TENNIS

Facility Name: PG School District # 57 or UNBC Fitness Centre

Facility Location: Central City/ 3333 University Way

FACILITY DESCRIPTION

Size of competition areas (in square meters) 8M x 30M and 13M x 18M

Number of table tennis tables that can be accommodated: 8-10

Number of table tennis tables available in your community: ?

Lighting specifications: ?

Ceiling Height (meters): 10.5 ' in smaller gym; 30' in larger gym

Number of Washrooms 2 Male 2 Female

Identification of room for officials: Classroom

Spectator capacity: depends on the number of tables

Number of parking spaces: 300

Wheelchair accessible building? Yes

Accessible Washrooms Yes

Is there an existing Table Tennis program/ club in your community?

There has been, it is unknown at this time if there is an active club.

Contact: Jim O'Meara

Phone Number: (250) 960-6368

PRINCE GEORGE EVENT PLANNING GUIDE

TENNIS

1. Facility Name: PG Tennis Club
Facility Location: Recreation Place
2. Facility Name: Carrie Jane Gray
Facility Location: Carrie Jane Gray Park
3. Facility Name: Lakewood
Facility Location: Lakewood Jr. Secondary School

FACILITY DESCRIPTION

Facility # 1

Number of Courts: 8 Surface: Acrylic

Facility # 2

Number of Courts: 3 Surface: Acrylic

Facility # 3

Number of Courts: 3 Surface: Acrylic

Contact: Sandra Sutton **Phone Number:** (250) 962-6064



Prince George Tennis Club



Lakewood Tennis Court

PRINCE GEORGE EVENT PLANNING GUIDE

2002 BC Seniors Games Optional Events

1. ARCHERY

Facility Name: Silvertip Archers Range (Official Size Range)
Facility Location: Highway 16 East - 7km.

FACILITY DESCRIPTION

Size of Field: Official Size - developed for 1990 Summer Games
Number of Change Rooms: Male: Female:
Number of Washrooms: Male: Portable 2 Female: Portable 2
Wheelchair accessible Y/ N: Yes Y/ N: Yes

Identification of Room for Officials: Tent - Portable

Spectator Capabilities: Bleachers - 500

Number of parking spaces: 100

Concessions available

Is there an existing Archery program/ club in your community? Yes - Silvertip Archers Club

Contact: Ted Stern **Phone Number:** (250) 963-7538



Silvertip Archery Range

PRINCE GEORGE EVENT PLANNING GUIDE

2. ICE CURLING

Facility: Prince George Golf and Curling Club
Location: Recreation Park (Highway 16 and 97)

FACILITY DESCRIPTION:

8 sheets of ice
Curling viewing area (200)
Restaurant and Lounge Facilities (can also view curling from here)
Locker Rooms
Ample Parking
3 sets of washroom facilities

There is an active senior's league in Prince George

3. LAWN BOWLING

Facility: Prince George Lawn Bowling Greens
Location: Watrous St.

FACILITY DESCRIPTION:

P.G. Lawn Bowling Greens are new as of 1997
8 bowling lanes that meet the Lawn Bowling Association Standards
Plans are in the preliminary stages to construct a clubhouse
There is access to a portapottie

There is a Lawn Bowling Club in Prince George

4. ONE ACT PLAYS

Facility: Prince George Theatre Playhouse
Location: Recreation Park (Highway 16 and 97)

FACILITY DESCRIPTION:

Seating capacity—295 comfortable theatre seats
Fully wheelchair accessible
Assistive hearing devices available
Spacious and beautiful lobby
Excellent washroom facilities, each with handicapped washrooms plus a separate handicapped washroom
Concession
Ample free parking
Located close to the P.G. Golf and Curling Club—full restaurant facilities

Prince George has both a professional and non-for profit theatre guilds and the Elders Seniors Association has a group that focus on Drama