

# **IF YOUR ASSOCIATION WOULD LIKE TO HOST A FUTURE WORKSHOP, PLEASE READ BELOW**

## **LOCAL ASSOCIATION REQUIREMENTS and DUTIES FOR HOSTING A STATE WORKSHOP**

Any local association within the boundaries of the Wisconsin State USBC Women's Bowling Association may write the state office to request a state workshop or the state association may contact a local association and ask them to consider hosting a state workshop.

### **DUTIES OF THE HOST ASSOCIATION**

The local association president shall appoint a workshop committee for the following duties:

- 1) Workshop Registration
- 2) Selection of workshop location
- 3) Publicity

The local association president shall inform the WS USBC WBA Association Manager  
1548 Western Ave  
Green Bay, WI 54303

Phone: (920) 494-7883 or 1-800-660-9655

Fax: (920) 494-8837 or e-mail: wwba@sbcglobal.net

Who will be the local contact between their local association and the state office, for example: Local President, association manager or an appointed local association member as chairman.

### **HOSTESS CITY REQUIREMENTS – MEETING ROOMS**

A meeting room to accommodate 50 people, for example: a conference room in a hotel, motel, restaurant, bowling center, etc. Also check to see if there is a rental cost for the room.

- 1) Lectern and public address system, if possible
- 2) Seating classroom style, if possible – otherwise tables
- 3) Head table for two people
- 4) Three (3) – eight (8) foot tables for displays and registration

### **REGISTRATION TABLE**

A minimum of two persons is required for the registration table. The registration book and name tags will be furnished by WS USBC WBA.

### **TIME OF WORKSHOP**

An evening workshop will start at 6:00 p.m. and end approximately at 8:30 p.m.

### **REFRESHMENT BREAK DURING WORKSHOP**

WS USBC WBA will pay for the non-alcoholic beverages served during the 15 minute break.

### **WORKSHOP PROGRAM**

The entire workshop will be planned by the WS USBC WBA Workshop Committee. The agenda will include duties of the league officers, league rules, WS USBC WBA services, USBC services, WS USBC YBA information and any additional topics the host association would like the committee to present.