

## Tournament Registration

How do you plan to have participants register for the tournament?

- Online (credit card)       Mail-in (with payment)       Phone (hold spot, pay on site)  
 Online (hold spot, pay on site)       Walk-in only       Team call-in (counts only)

Who will handle registration?

- Me / My Organization       WMAC       I would like to discuss options

Registration fees for participants (Fill in sections that apply – leave blank if not considered):

Adult fee: \_\_\_\_\_ Youth fee: \_\_\_\_\_ Age for youth consideration: \_\_\_\_\_

Senior / Master level fee: \_\_\_\_\_ Age for senior consideration: \_\_\_\_\_

Early Registration Discount: \_\_\_\_\_ Early registration deadline: \_\_\_\_\_

Late Registration Fees: \_\_\_\_\_ Late registration dates: \_\_\_\_\_

Walk-in Registration Fees: \_\_\_\_\_ Registration deadline: \_\_\_\_\_

If online registration through WMAC, will you absorb credit card fees into the aforementioned registration cost, or do you plan to pass the registration cost onto customers? (We recommend absorbing costs and adjusting that cost to include the processing fees, in order to avoid the perception of added fees.)  Absorb cost       Pass on costs

Memberships required for registrants: \_\_\_\_\_

If memberships are required, how do you plan to check memberships for registrants?

- Provide online       Show membership card at check-in       Membership check with organization

Is there a minimum registration number for the tournament (will cancel the tournament if not above this number)?

- No       Yes Minimum registration \_\_\_\_\_ Date for decision \_\_\_\_\_

If the tournament is being used as a fundraiser, are there any other required "payments" for registration?

- No       Yes Payment items \_\_\_\_\_

Will refunds be allowed if an archer has registered but cannot participate for some reason?  No       Yes (list term): \_\_\_\_\_

## Food / Concessions:

Will this event require concessions or food for your participants?

- Nothing is needed or anticipated       Concessions only (snacks and drinks; no entrée or meals)  
 Full concessions (meal required)       Special concessions (select meal or meal provided to all participants)

Who would you like to handle concessions?

- WMAC       My/my organization       Third Party / Local Restaurant

If WMAC is providing concessions, what items are required / expected? (check all that apply)

- Bottled drinks and snacks       Fresh fruit       Hot dogs / Brats (with condiments)  
 Coffee / Tea       Donuts / muffins       Cookies / Dessert Item  
 BBQ pork / sloppy joes (crockpot)       Soup       Grilled burger / chicken  
 Other (please specify) \_\_\_\_\_

Will a "meal option" (with entrée, side, chips, drink and/or dessert) be required to be offered?  Yes       No

Will a vegetarian or special diet option be required?  Yes       No

**Tournament Rules and Shooting Information**

Is this tournament a sanctioned tournament?  No  Yes (if yes, sanctioning organization) \_\_\_\_\_

Is your tournament following strict rules of the sanctioning/governing body?  No  Yes (rule set) \_\_\_\_\_

If you are determining tournament rules, please specify the rules below for the following:

Equipment restrictions for archers: \_\_\_\_\_

\_\_\_\_\_

Dress code: \_\_\_\_\_

\_\_\_\_\_

Tournament specific rules / considerations: \_\_\_\_\_

\_\_\_\_\_

**Volunteer Recruitment**

For each of the following activities, check if or when might you be willing to volunteer to help? (check all that apply – use two checks for duties you specifically want to help with)

Volunteer Activity (and comments)	We have our people assigned to this role	We have WMAC people assigned to this	We will be seeking volunteers in our organization for this role	We will need support for this role	This activity will not be required for our tournament
Facility cleanup					
Check-in / registration / record-keeping					
Equipment maintenance and setup					
Kitchen / food support for events					
Grounds-keeping and building access					
Fundraising / community outreach					
Facility oversight / scheduling for open shooting					
Accounting or business operations					
Communications / marketing					
Judging / archery tournament support					
Other (please note)					