**Venue Requirement Checklist**

**Please confirm the following mandatory venue requirements:**

* Provide pre-event storage for scoring and music equipment in a dry, secure and safe space if required
* Accommodate rink side power requirements as requested by user groups
* Reserve the appropriate amount of ice time needed for the event
* Reserve a dedicated space for registration, warm-up and medal presentations
* Reserve appropriate number of dressing rooms
* Book time to allow for pre-event set up (officials’ stands, music networking, hospitality, registration, etc.)
* Confirm ability to install officials’ stands and ensure any charges are included in quote
* Ensure ice resurfacing staff can support resurfacing schedules
* Review the ability to remove the glass at the following locations:
	+ players’ bench for officials’ stand
	+ coach access during warm-ups
* Secure room for data specialists
* Secure space for hospitality (to accommodate approximately 20-25 people for three meals a day)
* Secure space if planning to have vendors
* Venue has a good quality, reliable sound system with professional interfaces at rink side (please refer to LOC Guidelines for the required specifications)
* Live streaming support – Venue has a dedicated hardline internet at center ice, or is open to having this arranged with a minimum 100 mbps upload speed (include any associated cost in quote)
* Venue has tables and chairs to support judges, data specialist, hospitality and music

**The venue will support the temporary installation of officials’ stands that meet the following requirements:**

* The officials’ stand will be situated at the edge of the ice surface, placing the judges and technical panel at a height sufficient to allow for a clear view of the ice surface (ensure any plexiglass panels around the boards will not impact the field of view. Please refer to LOC Guidelines)
* Constructed over top of the players’ bench with clear sight lines to both corners of the ice surface – as close to center as possible
* Officials’ stand must be sufficiently long enough (preferably 36’) to enable each official, including judges, technical panel, and data specialists to have a separate table and chair for his/her use with enough space to enter and exit behind the table
* Ensure officials’ stand can hold tables up to eight feet in length and 18 to 30-inches wide
* The Audio Stand should be co-located and requires an additional 8’ of space with good audio monitoring (not behind glass) and access to a “dedicated” AC circuit and a microphone jack to the house sound system
* Ensure hand railings are connected to the stairs

Clearly outline any venue constraints or requirements that could include:

• installing speakers

• removing glass

• catering

• building officials’ stands

Please outline any mandatory venue requirements that have additional costs (and include these costs in the required quote):

By signing this document, we confirm that all requirements in the Skate Canada Manitoba Venue Requirement Form will be met.

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| Venue Name: |  |
| Venue Contact Information: |  |
| Name |  |
| Email |  |
| Phone Number |  |
| LOC Authorized Signature: |  |