

BOUT “To Do” SCHEDULE:

- Florida Wheels Arrangements: set date 8 wks prior, 2 sheriff’s deputies 2 wks prior, equipment, etc. (prez)
- USARS sanctioning: 30 days prior - application & \$100/event (prez)
- Team Rosters for the bout: 3 wks prior (team captains give to printing house) Includes skater names, #s, and photos, & team intro.
- Band: 6 wks prior (events)
- Flyers & Posters to printer: 5 wks prior (printing house)
- Press Release: 4 wks prior (publicity)
- Distribute Flyers: 4wks prior (publishing house separates, all league members assist)
 - To: music venues, Tattoo parlors, coffee house, shops, local bars, etc....
- Tickets to printer: 3wks prior (publishing house)
- Tickets sorted and distributed- asap - 10 per envelope to skaters/refs/rink (publishing house)
- Collect Raffle Donations: 2 weeks prior (events)
- Press Release: another full press release 2 wks prior (publicity)
- Organize Sponsor Booths for Tailgating:2 wks prior (sponsor)
- Comp Tickets: mailed to sponsors & radio folks. 2 wk prior (sponsors)
- USARS insurance for skaters in bout: minimum 1 wk prior (membership coordinator)
- MANDATORY PRACTICE: Sunday prior to bout- everyone, even injured/non-skaters- discuss team jobs for set-up, procedures for ticket sales/no guest lists, volunteer sign-up, team strategies.
- List of Volunteers and their jobs: Sunday prior to bout (events)
- Programs to Printer: week of event (publishing house)
- Organize Raffle Donations: box them up, week of event (events)
- Organize Merch: re-shelf goods, organize (merch)
- Event Check: short meeting after practice, Wednesday prior to bout (all coordinators/officers)
- Report to USARS: within 5 days **AFTER** event. (Events) Include bout program & score sheets.
- Score sheets turned in for stats update on the website (scorekeepers & webmistress)