

TOURISM HAMILTON SPORT EVENT CHECKLIST

Set Up Meetings with Sport Tourism Coordinator:

- ☐ Introductory Meeting: Date: _____
- ☐ Pre-Event Planning Meeting: Date: _____
- ☐ Post-Event Debrief: Date: _____

Venues:

- ☐ Type/amount of venues needed:
 - Sport Fields - _____
 - Ice Pads - _____
 - Gymnasias - _____
 - Meeting space - _____
 - Hospitality - _____
 - Other - _____
- ☐ Have you contacted the City of Hamilton Recreation division regarding facility rentals?
Yes ___ No ___
<http://www.hamilton.ca/CultureandRecreation/Recreation/RentAFacility/>
- ☐ Have you secured a meeting space? Yes ___ No ___
- ☐ Do you require internet service in your meeting rooms? Yes ___ No ___
- ☐ Do you require any exhibition and/or vendor space? Yes ___ No ___
- ☐ Will you need an area for registration/information at any venue(s)? Yes___ No___

Event Overview:

- ☐ Contact Name: _____
- ☐ Sport: _____
- ☐ Name of Event: _____
- ☐ Competition or ☐ Meeting
- ☐ Dates: _____
- ☐ Number of Competitors/Delegates: _____

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- ☐ Number of Spectators: _____
- ☐ Venue(s): _____
 - ☐ Has/have the venue(s) been booked? Yes ___ No ___
- ☐ Contact Number: _____
- ☐ E-mail: _____
- ☐ Site visit requested? Yes ___ No ___
 - ☐ Date: _____
 - ☐ Venues to be seen:
 - _____ Contact: _____ Date contacted: _____
 - _____ Contact: _____ Date contacted: _____
 - _____ Contact: _____ Date contacted: _____
 - _____ Contact: _____ Date contacted: _____
- ☐ Would you like to be added to the following lists?
 - ☐ Talking Tourism E-Newsletter ☐
 - ☐ Workshop Invitations ☐
 - ☐ Other: _____

Event Background:

- ☐ Initial Contact with Tourism Hamilton: Tradeshow ___ CSTA ___ Workshop ___ Client referral ___ City Recreation Department ___ Other _____
- ☐ How was the event secured? Bid ___ Invitational ___ Geographic rotation ___ Other _____
- ☐ Is this event sanctioned by a governing body (i.e. provincial organization)?
Yes ___ No ___
If yes, which organization _____
- ☐ Are there future hosting opportunities available? Yes ___ No ___
 - ☐ If yes, which Events and when?

Accommodations:

- ☐ Do you have accommodations? Yes ___ No ___
(if you check NO proceed to the next section)
- ☐ Length of Stay: _____
- ☐ Number of rooms needed per night: _____
- ☐ Price range for room rates? _____
- ☐ Commissionable room rate desired? Yes ___ No ___
- ☐ Room type needed:
Doubles ___ Singles ___ Suites ___ Triples ___ Quads ___
- Preferred Property? _____
- ☐ Has TH sent request for rates and availability to accommodation partners?
Yes ___ No ___
- ☐ Rate and availability information received by TH? Yes ___ No ___
- ☐ Have you signed a contract with any hotel(s)? Yes ___ No ___
If yes, which one(s) _____

Food & Beverage:

- ☐ Will you be serving food at your event? Yes ___ No ___
- ☐ Will you have outside food vendors at your event? Yes ___ No ___
 - ☐ If yes, see next section re: permits needed.
- ☐ Do you have any food and beverage needs for meetings or hospitality? Yes ___ No ___
- ☐ Have you spoken with Catering staff at the hotel or meeting venue? Yes ___ No ___
- ☐ Do your participants have any special dietary requirements? Yes ___ No ___
- ☐ Will you be using local restaurants in proximity to your venue? Yes ___ No ___

Security & Permits:

- ☐ Have you contacted the City of Hamilton Special Events Office? Yes ___ No ___
- ☐ Have you completed a [Seat application](#)? Yes ___ No ___

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- ☐ Are [road closures](#) required for your event? Yes ___ No ___
- ☐ Do you require other City services for your event? (i.e. snow removal, garbage collection, etc) Yes ___ No ___
- ☐ Will you be serving alcohol at your event? Yes ___ No ___
- ☐ Do you have a [Liquor permit](#) for your event? Yes ___ No ___
- ☐ Do your food vendors have a [Vendor permit](#) from Public Health? Yes ___ No ___
- ☐ Will you be selling merchandise at your event? Yes ___ No ___
- ☐ Do your merchandise vendors have a valid [business and establishment license](#)? Yes ___ No ___
- ☐ Security: Company name _____ Hamilton Police: Yes ___ No ___
- ☐ Do you have gaming/lottery at your event? Yes ___ No ___
- ☐ Do you have your [lottery permit](#)? Yes ___ No ___

Entertainment:

- ☐ Will you be having local entertainment at your event? Yes ___ No ___
If yes, please describe _____
- ☐ Do you require assistance with finding local entertainment? (e.g. contact info)
Yes ___ No ___

Rentals:

- ☐ Will you need to rent any materials for your event? (tables, chairs, AV, etc)
Yes ___ No ___
- ☐ Do you require assistance with finding local rental companies? Yes ___ No ___

Transportation:

- ☐ Are you providing transportation for your participants for any events? Yes ___ No ___
- ☐ Do you require assistance with finding local transportation companies? Yes ___ No ___
- ☐ Do you require special parking arrangements? Yes ___ No ___
- ☐ Do you need a Bus Parking permit? Yes ___ No ___

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- ☐ Will you require coach parking? Yes ___ No ___

Finance:

- ☐ Have you received the [Grant Application and Guidelines](#) from Tourism Hamilton: Yes ___ No ___
- ☐ Completed Grant Application received by TH: Yes ___ No ___
- ☐ Grant approved: Yes ___ No ___
- ☐ Are you receiving other grants or discounts from the City? Yes ___ No ___
- ☐ How will Tourism Hamilton be recognized in event materials for the approved grant?

- ☐ Are you looking for other funding resources? Yes ___ No ___

Visitor Services:

- ☐ Do you require any Tourism Hamilton information?
- ☐ Flat maps: _____
 - ☐ Experience Hamilton Guides: _____
 - ☐ Dining Guides: _____
 - ☐ Lanyards: _____
- ☐ Do you require any ONE of the following: (250 Max)
- ☐ Pens: _____
 - ☐ City Pins: _____
 - ☐ Post-it Notes: _____
- ☐ Do you require volunteers at your event? Yes ___ No ___
- ☐ If yes, when and where? _____
 - ☐ What duties would volunteers be required for? _____
- ☐ Are family/friends attending with participants? Yes ___ No ___
- ☐ Do you require the attraction/shopping info? Yes ___ No ___

Promotions & Print Materials:

- ☐ Are you doing an event program? Yes ___ No ___
- ☐ If yes, would you like Tourism Hamilton to advertise? Yes ___ No ___
- ☐ Cost to advertise in the program? _____ Ad size? _____
- ☐ Deadline for ad submission? _____
- ☐ Where should the ad be sent? _____
- ☐ Confirmation that the ad has been sent: Yes ___ No ___
- ☐ Do you have any banner requirements? _____
- ☐ Will you be distributing event posters? Yes ___ No ___
 - ☐ If yes, what are your distribution channels? _____
- ☐ Do you require a Welcome Letter from the Mayor's Office? Yes ___ No ___
- ☐ Would you like your event listed on the Tourism Hamilton website? Yes ___ No ___

Special Requests:

- ☐ Would you like to have the Mayor or a City Councilor attend your event?
 - ☐ Yes ___ No ___
 - ☐ If yes, when? _____
- ☐ Do you have any VIPs attending your event? Yes ___ No ___