

# NCTTA Championship Committee Meeting

MINUTES

MARCH 8, 2010 8:00 PM EST

GOTO MEETING

<b>MEETING CALLED BY</b>	Willy Leparulo
<b>TYPE OF MEETING</b>	Championship
<b>FACILITATOR</b>	Willy Leparulo
<b>NOTE TAKER</b>	Scott Ryan
<b>TIMEKEEPER</b>	Scott Ryan
<b>ATTENDEES</b>	Willy, David, Joe, Scott, Francois, Misha, Matt, Linda, Kagin, Ed

## Agenda topics

### TRANSPORTATION

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>-airport to hotel and back (departure times set up) how does it work?</li> <li>-hotel to venue; how does it work?</li> </ul>
<p>Willy – departure times to setup          Airport to hotel          Hotel to venue          How does it work / what do they look for          Matt – arrive at ap/baggage / trans outside ap/signs for nctta / coach usa shuttle during hours          One volunteer to help / exit baggage claim/head left down sidewalk/holding area for coach usa shuttles/ signs for coverage for all players.          Willy – 9:40 pm Thursday          Matt – last shuttle leaves at 10:00 / hold last shuttle if needed to 10:30 pm          Players arriving outside shuttle / calling ahead reserving shuttle-go airport shuttle/reserve ahead of time saves money and secures transportation.          Francois – link on screen to reserve trans / trans coordinator to help players /          Matt- provided wl with 2 cell ph # for coordinating transportation / will be go between          FAQ for website          Willy – hotel departures / when to be at hotel for ap departure          Matt – where depart from/ centre court or hotel?          Willy – haven't been on departing side for players          Most departures from cc /          Matt- if leaving early in day/outside trans window          Willy – 2 different types of shuttles          Matt – 2 diff types of shuttles / play by ear/ how many players going back to hotel?          Willy – all ap departures from ccourt          Matt – when players going to cc          Willy – cc by 9:00          Matt – after 10 no need of shuttle to hotel          Willy – players have to check out before          Matt – signs directing players about shuttle          How often (shuttle schedule) to venue          Signs in English?</p>	

### HOTEL

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>-officials and board need to give hotel rooming list</li> <li>-Registration will be set up somewhere in hotel on Thursday 3pm to 8pm</li> <li>-Need room to fit 70 ppl at 6pm to 7pm</li> </ul>
<p>Willy – Joe go over registration at hotel/ where          Players meeting 6- 7 pm room          Banquet – room / stage / separate area for awards          Matt – lot of space for banquet          Executive meetings rooms for registration          Willy – roommate lists</p>	

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**BANQUET**

<b>DISCUSSION</b>	-discuss set up (Joe Wells); vegetarian option -need to see what kind of set up for award presentation
Francois – cost per plate \$22 Matt – confirm \$22 per plate/no more Francois – assume \$22 per plate Sales tax on banquet? / cvb pay bill so nctta does not have to sales tax Matt – follow with hotel to see if nctta can get out of paying sales tax Linda Leaf – club will pay to avoid sales tax / buying tables so cannot cover 6000 for banquet Francois – advance some funds to cover banquet cost to avoid sales tax Check with hotel for sales tax costs	

**BUDGET**

<b>DISCUSSION</b>	-admission fees (make a decision)
Francois – 1500 people Charging – host determine cost / more money from admission / more at end of day / Linda Leaf - \$5 low/tom has email list of 5000 people / promote draft small paragraph talking to about nctta/acui/tom send out email list and on website / ask tom if \$5 is in ball park. \$5 for 1 day Francois - \$5 for 1 day/\$7 for all Willy – last year / look at last year looks fair Matt – go with last years rates Tom has on website and is trying to generate gate/food revenue Linda Leaf – 300 would be opportunistic Willy – media coverage Francois – small article in local paper Matt – contacted media / who do we want to contact Willy = local sports caster to have time with players Matt – contacted local sports caster Francois – rebate from hotel Matt – need to stay at Marriott Hotel will keep cut off date until event starts matt – all rooms subject to rebate francois – operations Matt – cost exceed budget / host cover difference francois – credentials – Matt – use last year / only year to change Francois – david / any vip credentials last year Matt – was vip Francois – need for special guest Matt – list of credentials and how many for who Linda Leaf– colors / what colors for who score keepers are grey (kagin) Matt doing credentials / need final color code and number Francois – awards / accurate / Willy-looks accurate photographers – schedule of photographers / who-when Matt – Wisconsin photographers club / when /schedule / matt’s photographers need schedule Matt – photographers are flexible / just need schedule Willy – competition schedule (me/kagin) to give to wl to give to matt to give to photographers Matt – no cost for photo / cost for freelance photo / leave up to nctta  Francois – how much should go into budget Matt – host will cover freelance photo, but nctta pay to her would be good Willy – paper copies / are we going to have a copier / rent a copying machine Matt – small print shop next door / use them for copies rather than renting copying machine Willy – is Ed going bring printers Kagin – can bring Francois – lunches / \$6 for lunch / 540 lunches over 3 days / no sales tax / may need more / matt – tom would like more Francois – insurance \$1 per player? Willy – team signs / ed building sign holder / has material cost/ sign sizes	

## SPONSORSHIPS

<b>DISCUSSION</b>	-address CVB questions -address NCTTA questions
Francois – item level sponsorship Table area – extra shirts	

## PRESS PLAN

<b>DISCUSSION</b>	-how is the event going to be promoted? Newspaper, radio, local tv? -NCTTA will be putting up press releases within the next weeks prior to tournament on champ website
Willy - Press release on web sites Matt – releases that have gone out/ 2 more that are prepared for web site Willy – matt ask tom to put release on email to customers Kagin – match schedule / for attracting viewers / banquet is fixed schedule Willy – Saturday schedule Kagin – schedule for players and spectators / publishing best time for players and spectators Playing semi's at same time. Spectators like 1 at a time Was ahead of schedule last year / what are the best time for premier matches. Matt – not much difference on Sat Linda Leaf – get questions when best matches will matches / when is best time to come watch Kagin – fri – dbls finals Joe – sat is always a rush to get ready for banquet. Linda Leaf – ealier that 5 pm  Kagin – requirement on finals on fri Linda leaf – good matches on fri night / move doubles to fri evenings Willy – show up at 2pm to play at 5pm Francois – when do teams start	

## VOLUNTEER UPDATE

<b>DISCUSSION</b>	-Look at Linda's excel sheet -examine what we are missing
Linda Leaf – questions t-shirts or polo shirts getting size / size = s/m/l/xl if volunteer need xxl / is needed then we will get umpire / all days / 2 shirts? Because of need of clean shirts / Francois – additional shirts as needed Linda Leaf – knows of one umpires that will need 2 shirts how much time to ear shirt / what earned? ½ day/4+ hrs = shirt / banquet Disney ticket = follow up information that requirement was met Willy – Disney will email willy for volunteer results / willy respond to Disney Francois – Disney = day for a day? Willy – Disney = day for a day / will responds to Disney with volunteer attendance report Linda Leaf – electronic version of handbook Willy – yes Linda Leaf – send to volunteers Setup on Thursday – what time to be there Francois – ed cell battery dean Linda Leaf – needs to know Thursday setup time Willy – get back to ll on setup volunteer time Linda Leaf – do need volunteers for registration David – we have most of it covered / volunteer is next Linda Leaf – regional directors are umpires Willy – get ll / me list of div dir that are umpires Linda Leaf– field marshals – traffic cops/bouncers Kagin – how many marshals – Linda Leaf– activity list – players escort / Registration check in Willy = Thursday night at hotel Fri + at venue Data entry = nctta staff Banquet = nctta staff / 7:30 pm Sat Linda Leaf - Newgy barriers / from host club – id our barriers / when to setup Deadline for volunteers for banquet and t-shirts headcount	

Joe Wells - Tues/wed prior to event / would prefer 03/31/10 count

**Venue Set up/ Production  
(Joe and Ed H)**

**DISCUSSION**

- PA system set up, what is needed, wireless or other?
- Communication (ED H) will you bring the walkie talkies things?
- Team signs (Scott Ryan, Ed H) general signs (directional)
- place to post results (where?)
- FOP policy (Ed H)
- Venue set up Thursday morning, can barriers/tables be stored somewhere inside if need be on Wednesday evening?
- need meeting rooms for Friday early afternoon for Captains meeting
- is there volunteer break room

**TROPHIES**

**DISCUSSION**

- give Matt Trophy order
- ACUI package to be mailed to CVB

WI-doc to matt to trophy company  
Acui package to matt

**PRINTING**

**DISCUSSION**

- Tournament program, staff, athlete handbooks
- day of tournament printing (Ed H?) or maybe will have to rent something?
- creation of ticket stubs for athlete meals (can CVB do this?)

Talk with ed about signs  
Programs – see matt about printing  
David – deadline for submitting printing – 03/29/10 in david's hands