

Timeline Schedule for IGBO Annual

This timeline is a suggestive map to keep host committee on track towards a successful tournament. Exceptions can and will occur. When they do, please communicate those exceptions to the IGBO Board as soon as possible so alternate arrangements can be made, if necessary.

Pre-Bid Presentation and Award of Bid

October 15th of the year prior to presentation – Letter of Intent

January 15th of the year of the presentation – Preliminary Bid Draft

Around **January 30th** of the year of the presentation – Conference Call to review Bid with Committee

March 15th of the year of the presentation – Formal Bid Package

Around **March 30th** of the year of the presentation – Conference Call to review Bid with Committee

Post-Bid Presentation

Year 1 - May	June	July
<ul style="list-style-type: none">• Bid Presentation• Bid Won – Congratulations!!!!	<ul style="list-style-type: none">• Finalize all contracts with all major stakeholders (IGBO President, Co-directors, House Managers, Hotel Sales Rep)• Complete Internal Contract Legal Review• Open Necessary Bank Accounts (IGBO Treasurer Assistance) and establish signature cards, PayPal or other forms of online payments (if applicable)• Begin Fundraising• Work with IGBO Treasurer for use of 501(c)3 status for tax exemptions and fundraising.	<ul style="list-style-type: none">• All contracts must be signed by IGBO President and major stakeholders (where applicable)• If possible, menu pricing for Annual event should be finalized and included in said contracts or signed orders at this time.• Budget established with IGBO Treasurer for Host Committee to follow (based on bid, signed contracts, and final menu pricing)• Plan Free Entry Distribution timeline for rest of schedule

Monthly Bank Statements sent to Treasurer and Minutes of Meetings to the IGBO Board and BPS Point of Contacts (POCs) starting in August. Start working on Corporate Sponsorship Solicitations.

August - October	November - January	February - April
<ul style="list-style-type: none"> • Submit Complete Financials (per Qtr) • Purchase domain for Tournament Website, if applicable. (igbo20xx.org) • Start populating Website with Tournament information. 	<ul style="list-style-type: none"> • Submit Complete Financials (per Qtr) • Report to the Board and General Membership Meeting on Current State of Tournament. • Finalize Marketing Logos and Strategy 	<ul style="list-style-type: none"> • Submit Complete Financials (per Qtr) • Reach out to current Annual for fundraising opportunities.

Year 2 – May - July	August	September - October
<ul style="list-style-type: none"> • Submit Complete Financials (per Qtr) • Report to the Board and General Membership Meeting on Current State of Tournament. • Reach out to Conventions and Visitors Bureaus (CVB) for grants, swag, discount codes, etc. 	<ul style="list-style-type: none"> • Submit Complete Financials (per Qtr) • Article due by August to IGBO Newsletter for October issue • Online Entry Form Submitted for Board Review • Initial Website should be up and running (less entry forms, registration, and unknowns) 	<ul style="list-style-type: none"> • Assist IGBO Fundraising in Multi-City Raffle Collections (if applicable) • Start Online Registration Development and arrange online payment methods with IGBO Treasurer (Pay Pal or other), if applicable • Hotel Blocking and Code Established in Hotel Reservation System (if not done yet) • Application due for USBC/CTF Certification • Social Events Planning (if applicable)

In addition to Monthly Statements, Minutes, and Complete Financials are sent to IGBO Board BPS POC starting in November.

November	December	January
<ul style="list-style-type: none"> Report to the Board and General Membership Meeting on Current State of Tournament. Entry Form/Brochure Printed and Start of Initial Distribution 50-75% of Fundraising Effort should be completed at this point 	<ul style="list-style-type: none"> Website Online Registration Testing and Pay Pal Collection Testing should be completed (if applicable) Confirm with hotel all meeting/banquet/hospitality spaces 	<ul style="list-style-type: none"> Website Online Registration go live Open Room Block Begin Monitoring Room Block around Hospitality Suites (if applicable) Confirm with IGBO Merchandisers Space and Inventory Needs Schedule/make arrangements for site inspection

February	March	April
<ul style="list-style-type: none"> Room Block Report to Board Monitor Room Block around Hospitality Suites (if applicable) Menus and Audio Visual Order for all Meetings and Banquet Finalized with Hotel or Other Services Trophy Awards/Pins Ordered Order swag, special gifts, supplies, etc. (if applicable) Storm Sponsorship and Balls Ordered (as well as Storm Marketing materials) Registration Bags and fillers inventory finalized. 	<ul style="list-style-type: none"> Room Block Report to Board Monitor Room Block around Hospitality Suites (if applicable) Driving Directions written up, reviewed, rehearsed, and posted on website. Hospitality Suite Inventory Planning Begins Bidding City Hospitality Suites Arranged and Communicated to Bidding Cities All Hotel House accounts should be set up at this point Schedule/make arrangements for site inspection. Host Bar Events Confirmed (if applicable) 	<ul style="list-style-type: none"> Room Block Report to Board Monitor Room Block around Hospitality Suites (if applicable) Registration Confirmations First and Second Wave Emailed/Mailed (with Driving Directions) Hospitality Suite Inventory Planning Continues Review Awards Banquet Schedule with Board Audio/Visual Order Confirmed (including Bidding City and Board needs) Hotel Shuttle Transportation Confirmed (if applicable)

May/Tournament	Immediately Post Tournament	June-August
<ul style="list-style-type: none"> • Room Block Report to Board • Release Tournament Oil Pattern (Possibly along with Confirmation Emails) • Ensure IGBO ordered Liability Insurance for Tournament • Registration Confirmations Final Wave Emailed/Mailed by 25th of the month (with Driving Directions) • Hospitality Suite Inventory Finalized/Collected • Name Tags and Registration Books Printed and Ready • Awards Banquet Agenda Cards with Anthems Printed • Inspect for Additional Signage Needs (Registration, Hospitality, Lobby, etc.) 	<ul style="list-style-type: none"> • Audit • Prize Fund Distribution (Assist IGBO Treasurer where needed) • Wrap-up report sent to Board and Bid Process and Support. https://www.igbo.org/summation-of-igbo-annual-midyear-event/ • Complete Financials 	<ul style="list-style-type: none"> • Send out checks to bowlers • Excess monies distributed/donated to other tournaments, charities or orgs • Close Bank Accounts

Revisions	Date
Document condensed and updated	12/7/24