



## Arena Information Worksheet

### Competition Arena Information

Name of arena	
Address	
Facility contact name (GM or Dir. of Operations)	
Facility telephone	
Facility contact email	

Facility rental cost per hour:	
Number of ice surfaces:	
Ice surface dimensions (ex. 85'x200' NHL)	
Main competition venue:	
Secondary rink:	
Seating capacity	
Main competition venue:	
Secondary rink:	
Does arena have wireless for accounting room use and general event needs?	
Number of Zambonis in facility	
Can existing dasherboard advertising be covered free of charge for event advertising?	
# of locker rooms available to event	
# of function rooms available to event	
Does the arena have a video board or lobby TV/screen to display results/info?	
Is an existing medical/training room available for use during the event?	
Distance to hospital/emergency room?	
Is arena club/restaurant available?	
Will there be space for skaters to warm up?	
Can outside or sponsored food/beverages be brought in?	
Is there paid parking? If so, what is the # of comp. parking spaces available for event staff?	
How much square footage is available to vendors?	
Is meeting space available in the arena? (100 people, theater style)	
Where will awards be presented?	

### Practice Rink/Secondary Venue Information

Name of arena	
Address:	
Facility contact name (GM or Dir. of Operations)	
Facility telephone	
Facility contact email	

**Practice Rink/Secondary Venue Information (continued)**

Facility rental cost per hour:	
Number of ice surfaces:	
Ice surface dimensions (ex. 85'x200' NHL)	
Main competition venue:	
Secondary rink:	
Seating capacity	
Main competition venue:	
Secondary rink:	
# of locker rooms available to event	

**Additional Information**

Is there sufficient space at the main events arena for the referees, judges, technical panel, announcers, accountants, music personnel, etc...to be seated rink side with clear viewing lanes to all areas of the competition ice surface?	
Does the main event arena have any permanent advertising that cannot be removed or draped?	
Does the arena confirm that main competition venue will have clean boards for this national competition or approval to cover the boards?	
Can U.S. Figure Skating/event merchandise can be sold without any percentage of sale or required buyout to arena?	

*When submitting your bid, please attach the following:*

*A sample copy of preliminary arena/venue contracts for review (dates of event must be confirmed).*

*Arena diagrams showing ice entrances/exits, Zamboni entrance, officials seating, etc.*