

WUMBA TOURNAMENT GUIDE REFERENCE

ACBL Sectional tournament

See <https://web2.acbl.org/documentLibrary/units/SectionalTournamentPlanningGuide.pdf>

A year ahead of time

- Contact WUMBA
- Find out what time slots are available, plan number of days
- Put a placeholder for dates and time with **WUMBA Tournament Coordinator**
- Get contract for site, look at hotels close at hand and ask for bridge rate for event.

At least 9 months before

- Setup your team to help with tournament example co-chair, partnership desk
- Setup flyer and Send PDF to **WUMBA Tournament Coordinator**
- The **WUMBA Tournament Coordinator** will check for times and round can ask you to change something before approving
- The WUMBA Tournament coordinator will contact a ACBL for sanction number
- Once you have a sanction number you can print flyer (Flyers must have a sanction number on them)
- Send **WUMBA Treasurer** bills for flyers to get reimbursed.

Organize

- Food
- Signs --check with **WUMBA** for wall signs
- Partnership desk
- Promotions

Contacts for any questions:

WUMBA President David Raitt david.raitt1@gmail.com

WUMBA Tournament Coordinator George Bleskachek wumbageorge@yahoo.com

WUMBA Treasurer William Whigbee whigbee@uwalumni.com

NOTES

* Make sure the location always lists the nearest best-known city/town if the actual site is a smaller suburb, e.g. Middleton (MADISON) or Lake Hallie (EAU CLAIRE) etc.

* Ideally tournament flyer includes some colors and a little decoration in the digital file of the flyer, though it still needs to print clearly in greyscale. Keep the (first page) simple. Put maps/directions, nearby sites/activities of interest or other more detailed info on a second page if needed. The first page alone would be sufficient. Second page could be for digital version only or printed for promotional situations.

* Confirm your flyer is posted on the ACBL 'find a tournament' website, and the WUMBA website.

* Email your flyer to all club managers in WUMBA ~3 to 6 months before the tourney (the WUMBA secretary will have an email list). Hand deliver printed copies as feasible.

* Have ~20+ copies of your flyer delivered (by a board member) to each WUMBA tournament, and Milwaukee area sectionals, and Rockford and Dubuque and Rochester sectionals, starting 6+ months before your tournament. When possible have ~30+ copies of your flyer hand delivered to all nearby Regionals i.e. Milwaukee, Minneapolis, etc.