

APPLYING TO BE A HOST FACILITY

GEAR CHECKLIST

Put your gear numbers next to the item on the list below and then fill out the facility questionnaire.

_____ MINIMUM OF 5000 SQUARE FEET OF USABLE TRAINING AREA	_____ 10 PAIRS OF 10# BUMPER PLATES	_____ 1 ABMAT
_____ 65 DOWELS	_____ 15 PAIRS OF 25# BUMPER PLATES	_____ 80 CLIP BOARDS -OR- ENOUGH TABLES TO SUPPORT 80
_____ 65 MED BALLS (CAN BE ANY BRAND OR STYLE OF MED BALLS)	_____ 3 ROWERS	_____ 80 PENS/PENCILS
_____ PULL-UP BARS TO SUPPORT 8 PEOPLE DOING KIPPING PULL-UPS	_____ 3 20" PLYO BOXES	_____ 80 CHAIRS
_____ 12 OLYMPIC WEIGHTLIFTING BARS 6-45# 6-35# OR LIGHTER	_____ 2 10" PLYO BOXES	_____ 1-2 FOLDING TABLES (FOR REGISTRATION)
	_____ 3 SETS OF RINGS	_____ WHITE BOARD AND DRY ERASE MARKERS/ERASER
	_____ 1 GLUTE HAM DEVELOPER	_____ 4 BATHROOMS
	_____ 2 PAIRS OF PARALLETES	

HOST FACILITY QUESTIONNAIRE

How many people can your pull up bars support at one time?

How many square feet is your gym? (Minimum of 5000 square feet of usable space)

How many bathrooms are available? (Minimum of 4 is required)

Do you have any outdoor training areas available? If so how big is the area?

Does your facility have air conditioning and/or heat throughout that can utilized in extreme temperatures for the comfort of the participants?

Do you have a classroom with desks/ tables large enough to support 80 people?

Do you have any storage areas separate from the main gym floor (Areas where we can stage gear that is not being used)? If so how much and what is it?

Which airport is closest to you and how far is it?

Is there any additional info about your gym or gear that would be useful for us to know?

Parking: Do you have a plan for parking 30 vehicles?

REMINDER

No classes can occur during or near the seminar times—none at lunch or around the hours of 8am to 6pm both days.

PAYMENT FOR HOSTING

Option 1 (one): Facility gets \$1,000.00 from CF Inc to cover expenses (porta potties, chairs, cleaning, beer, etc) plus 5 scholarship spots.

Option 2 (two): Host Facility gets \$2,000.00 to cover expenses etc and no scholarship spots.

Please choose one. If you choose Option One please be sure to have your scholarship people registered 6 weeks prior to the Cert.

HOST FACILITY RESPONSIBILITIES

Beer Social: You will need to supply the beer for the Saturday night social.

MISC: You will need to supply 80 manila folders for each attendee to transport their certificates home safely. Please give these to the head registration person at the seminar, so they can have the stack available at the end of the last day when the certificates are being passed out. You will also need to have 80 chairs, 80 Clip boards or tables to support 80 and 4 restrooms—rent them if necessary. If you do not already have central heat/AC please be prepared to rent fans or heating units for the comfort of participants.

T-Shirts: You will be responsible for mailing back the left over participant T's on Monday after the Cert to:

Jeff Ditter at Sports Design
716 Soquel Avenue
Santa Cruz, CA 95062

Our Registration person will inventory and pack the shirts as well as attach a shipping label. For any shipping charges incurred the host may submit the receipt for reimbursement. Reimbursement applies to shipping charges only; all other expenses are to be covered by the facility payment you will receive for hosting the course.

Clean Up: Your facility needs to be completely cleaned and ready for us by Friday at 5pm. Through out the weekend it is your responsibility to make sure the facility is clean, bathrooms have toilet paper etc. All your personal gear and unnecessary equipment must be removed from the gym. Depending on the size of your gym there exists the possibility we will move/remove all of your equipment to facilitate our training.

Local Directions: Have sheets with directions to local restaurants and Starbucks printed out and available for people to take when we break for lunch on day 1.

CHECK HERE TO ACCEPT THESE RESPONSIBILITIES

PLEASE FILL IN THE FOLLOWING:

Affiliate Name:

Affiliate Website:

Host Facility POC:

Host Facility Address:

Closest Major Airport:

Top 3 Closest Hotels to Your Facility:

Payment Option (choose): Option 1 (\$1,000 + 5 spots)

Option 2 (\$2,000 + no spots)

Once this sheet has been reviewed, fill it out, and send to seminars@crossfit.com for review. We will contact you to let you know if your facility meets our requirements.