

Application Form to host a Badminton Europe event

Name of Badminton Europe event	
Proposed date of the event	

Name of National Association	
Name of contact	
Title (i.e. General Secretary)	
e-mail address	
Phone number(s)	
Fax number	
Web site	

Venue Details (all dimensions to be listed in metres)

Name of city	
Name of stadium and address	
Size of area available for courts	m x m
Anticipated number of courts	
Playing surface in the hall	
Height of the hall at lowest point	
Amount of space between courts	
Amount of space behind courts	
Seating capacity	
Is there air-conditioning / heating?	
What other facilities are available at the stadium? (e.g. restaurant, media centre, VIP hospitality)	
List any major events that have previously been held in the hall	

Travel and Accommodation

Name or nearest international airport	
Name and address of official hotel	
Distance from airport to hotel (km)	
Distance from hotel to hall (km)	
Transfer time from hotel to hall	
Form of transport from hotel to hall	
What range of hotel accommodation will be provided? State likely prices per room in € (inclusive of all local taxes and breakfast) on a twin shared basis	
What system of hotel booking will be used? Will deposits be required in advance, and if so, what will be the refund possibilities for early departure or cancellation?	

Other

Tournament Director (please state name, current function in the federation and previous main event organising experience)	
Estimated number of spectators <ul style="list-style-type: none"> - Preliminary rounds (average per competition day) - Semi-finals day - Finals day 	- - -
Please submit overview of marketing plan (can be added as separate appendix)	
Do you plan to take action to improve the sustainability of the event?	Yes / No

Please supply typical climate figures for proposed event dates (humidity levels, minimum/maximum temperatures and general weather)	
What assistance can be given with visa applications?	

Budget

Please submit a first draft budget using the format in excel. Please list all costs in €. Some areas may not be applicable to your bid (i.e. TV production) however please complete as many of the areas as possible.

Sanction fee (amount)	
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This application has been completed by _____

Signature _____ Date _____

On behalf of _____