

Bonspiel planning checklist

For a weekend bonspiel – tick each item when it is done



Bonspiel name

Dates

Chairperson

3–6 months before

- ☐ Choose a date that does not clash with other bonspiels in your area
- ☐ Form your organizing committee and share out the roles
- ☐ Decide the format, number of teams and number of games guaranteed
- ☐ Set the entry fee and a simple budget (meal, prizes, DJ, decorations)
- ☐ Pick a theme (optional)
- ☐ Book the caterer for Saturday dinner and a DJ if you plan a dance
- ☐ Check your liquor licence and event insurance

2–3 months before

- ☐ Create the poster and entry form
- ☐ Send the poster to clubs, your association and bonspiels.net
- ☐ Create a Facebook event and share it in curling groups
- ☐ Ask sponsors for prizes, door prizes and eye openers
- ☐ Arrange the ice technicians for the weekend

1 month before

- ☐ Confirm entries and collect entry fees
- ☐ Order or buy the bonspiel prizes
- ☐ Schedule volunteers: kitchen, bar, cleaning, registration table
- ☐ Prepare the bonspiel rules and prize structure

1–2 weeks before

- ☐ Make the draw (free Draw Maker or our Google Sheets draw template) and share it with the teams
- ☐ Confirm meal numbers and times with the caterer
- ☐ Prepare the team envelopes: welcome letter, rules, meal tickets, draw tickets
- ☐ Buy raffle / 50/50 tickets and decorations
- ☐ Stock the bar, including the theme drinks

The day before

- ☐ Decorate the hall, the entrance and the bathrooms
- ☐ Post the draw and the rules where everyone can see them
- ☐ Set up the registration table near the entrance
- ☐ Prepare the basket for the ladies' bathroom
- ☐ Check the ice, rocks, scoreboards and brooms

During the bonspiel

- ☐ Welcome teams at the door and hand out the envelopes
- ☐ Update the draw promptly after every game
- ☐ Keep the club and bathrooms clean every morning
- ☐ Run door prize draws and the 50/50 during the day
- ☐ Keep an eye on the timing between draws

After the bonspiel

- ☐ Hand out the prizes and announce the winners
- ☐ Thank volunteers and sponsors
- ☐ Post results and photos on social media
- ☐ Close the books: income, costs and notes for next year

Notes