



Hosting A Qualifier For UPA

Thinking about hosting a UPA Regional Qualifying event? Below are a few things that will assist you in the planning of your event while complying with UPA rules and regulations. If you decide to host an event please fill out the attached form and email it to director@upainc.net or send it to the UPA office.

Requirements:

Posting-

- Post your event on our calendar, this will also serve as a marketing tool for your event!
 - Send information to director@upainc.net
 - Name of event
 - Venue (where it's at)
 - Date including Day of the week
 - City and state
 - Website (if available)
 - Contact name
 - Contact phone w/area code
 - Contact email
 - Cheer – dance – both?

Registration-

- Send UPA your mailing database in an excel document. We will send out blast emails on your behalf.
- We can help you promote your event and involvement as a qualifier for UPA.
- The registration records must include team name, email, mailing address and contact phone number.

Awarding Bids-

- Follow procedure for giving teams a bid. Those bids will then become official once that procedure has been completed.
- Be sure to complete the online bid procedure or remit a hard copy.

Need additional help? UPA can provide:

Waivers, Score Sheets & Marketing-

- UPA can help you with your event! UPA will provide score sheets, waivers and additional help with the planning of your event. For this service we will charge \$1 fee per participant, which can simply be added to your entry fee. If your interested in these items contact director@upainc.net.

Helpful Hints:

Use your event as a fundraiser!

- Concessions (food/beverage)- Potential earnings up to \$2,000
- Flower Sales- Negotiate with local florists for donations or bouquets at cost
- 50/50 raffle, your organization gets half of the proceeds, the raffle winner receives the other half
- Print programs and sell advertising space to local businesses
- Print T-shirts for the event to have the host team wear throughout the day or even sell the t-shirts for extra source of revenue. Ask local businesses to help sponsor your event and offer them free advertising on your t-shirts