

CITY OF RAPID CITY
TRAVEL REQUEST

LF021605-18

Person requesting travel Kane Messer Department 603 (Ice)

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

2005 North American Rink Conference + Expo

List all other City employees, if any, making the trip for the same purpose: Brad Keizer

Place of meeting or destination: Chicago, Illinois

Date of meeting May - 16-19, 2005

Date trip to begin May 15 Date trip will end May 20

Method of transportation requested Air travel

Estimated transportation cost \$ 825

Meals 300

Lodging 5 days @ \$140 700

Other costs - description Conference Cost \$449 x 2 900

Total estimated cost of trip \$ 2725

Signed [Signature] Date [Signature] Date 2-10-05
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per employee, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy



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Start search over

Rapid City, SD (RAP) to Chicago, IL (ORD)

Change your search

Departure airport:
RAP (Rapid City)

Destination airport:
ORD (Chicago)

Departing: (mm/dd/yy)
5/15/2005

Anytime

Returning: (mm/dd/yy)
5/20/2005

Anytime

Airline: ☐ More Info

No Preference

☐ Nonstop flights only

Change Travelers

2 Adults

Change travelers

	All Results	Delta	Northwest	United Airlines	American Airlines	US Airways
non stop						
1 stop	from \$405 see below	from \$405	from \$405	from \$405	from \$546	from \$536
2+ stops	from \$407 see below		from \$430	from \$407	from \$456	

Note: The prices shown below are e-ticket prices and include all taxes and fees. If your itinerary requires pe there will be an additional charge

1 Choose a departing flight

View results by: flight se

Sort by: ☒ Price ☐ Shortest flights ☐ Departure time ☐ Arrival time

from **\$405 Roundtrip** avg/person (from \$810 total)

9:50 am Depart Rapid City (RAP)
Arrive Chicago (ORD) **2:16 pm**

Sun **15-May**
Duration: 3hr 26mn

Northwest 1204
/ 130
Connect in
Minneapolis
(Minneapolis-St
Paul Intl)

Choose this departure

- Indicates flight is operated by another airline. Move your mouse over the icon for details.

from **\$405 Roundtrip** avg/person (from \$810 total)

11:50 am Depart Rapid City (RAP)
Arrive Chicago (ORD) **4:22 pm**

Sun **15-May**
Duration: 3hr 32mn

Northwest
 3688 / 132
Connect in
Minneapolis
(Minneapolis-St.
Paul Intl.)

Choose this departure



from **\$405 Roundtrip** avg/person (from \$810 total)

3:30 pm Depart Rapid City (RAP)
Arrive Chicago (ORD) **8:22 pm**

Sun **15-May**
Duration: 3hr 52mn

Northwest 1208
/ 140
Connect in
Minneapolis
(Minneapolis-St.
Paul Intl)

Choose this departure

from **\$405 Roundtrip** avg/person (from \$810 total)

1:05 pm Depart Rapid City (RAP)

Sun **15-May**

Northwest 1210

MEALS

May 15 th	\$26	L, D
May 16 th	\$33	B, L, D
May 17 th	\$33	B, L, D
May 18 th	\$33	B, L, D
May 19 th	\$33	B, L, D
May 20 th	\$17	B, L

Total \$175.00

(x 2)

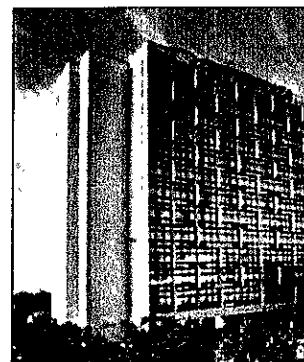
\$300.00

TRAVEL INFORMATION

Crowne Plaza Hotel
5440 North River Rd
Rosemont, IL 60018
Tel: 1-847-671-6350 / Fax: 1-847-671-5406

To reserve your room for **NARCE** at Crowne Plaza, at the special rate of \$109 single, \$119 double, ask for group code **NAR**.

Crowne Plaza is in close proximity to O'Hare International Airport and offers a free shuttle to and from the hotel.



The Crowne Plaza Hotels spacious rooms offer you:

- Electronic Door Locks
- Connecting Rooms Available
- Alarm Clock or Wake-Up Call
- AM/FM Radio
- Hairdryer
- Iron/Ironing Board
- Coffee Maker
- Air Conditioning
- Color TV with Remote Control
- Premium Channels Including Cable and News
- Pay-Per-View Movies
- Nintendo
- Expanded Work Desk Area
- Wayport High-Speed Internet Access
- Voicemail and Data Port
- Free Transportation to & from O'Hare Airport
- Breakfast Included with Every Night Stay
- Evening Beverage Reception / Open Bar!
- Wide Variety of Cardiovascular Equipment
- Large Indoor Pool, Whirl Pool, Dry Sauna, Locker Rooms and Showers
- Sleep Advantage Program Includes: Comfortable New Beds, Quiet Zone Floors, Sleep Amenities, Sleep Relaxation Tips



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Hotel & Travel

Pre

REGISTRATION**STAR Courses & RINKexpo**Are you a member of STAR ☒ Yes ☐ No☒ Early Registration

\$449 (\$499 after 3/11/2005)

Please select one track from the list.

- ☐ Operations & Risk Management
☐ Programming, Marketing & Promotions
☐ Ice Maintenance & Equipment Operation
☐ Ice Making & Painting Technologies
☐ Basic Refrigeration
☐ Advanced Refrigeration

On Site Registration \$600

[Continue >](#)**U.S. Figure Skating / USA Hockey Courses & RINKexpo**

- ☐ US Figure Skating \$150
☐ USA Hockey Courses \$150
On Site Registration \$185

[Continue >](#)**RINKexpo Only**

- ☐ One Day RINKexpo Pass \$100
☐ Two Day RINKexpo Pass \$150
☐ Non-Exhibiting Vendor \$1,000

[Continue >](#)**Other Ways to****Mail:**RINK Magazine
Two Madison Avenue
Larchmont, NY 105**Phone:**(800) M-LIEBERT
(914) 834-3100 ext**Fax:**

(914) 834-4329

Download Registrati

Cancellation Policy
cancellation receive
4/22/05 will receive
minus \$125 process
Cancellation after 4,
nonrefundable; how
substitutes from the
organization are weIf for any reason the
conference is canceled
Enterprises, Inc. is
responsible for cover
airfare, hotel, or oth
incurred by confere
registrants. Program
change without notiAll information is su
change without noti**Send NARCE to a friend**

COURSE DESCRIPTION

Track Two: Programming, Marketing & Promotions (PMP)



This Management Course focuses on the programming and "front of the house" operations. In this course, employee issues and staffing are discussed. Skating facility promotions and marketing strategies are reviewed, and the sharing of ideas will be encouraged. The relationship between user groups and the facility are put to the test. Topics

that relate to facility-operated programs versus straight rentals will be included. Advertising sales and maximizing advertising opportunities inside the facility will also be examined. This course is for those who want to maximize the profitability of their skating facility.

TOPICS INCLUDE.

Programming for Efficiency & Profitability
 Programs - Rink Run or Contracted Profitable Programs
 Public Skating & Birthday Parties
 Community Involvement & Event Cross-Promotions & Facility Events
 Learn to Skate, Learn to Play- In-School Programs
 Contract Customers & In-House Facility Marketing & Promotions
 External & Internal Marketing
 Operational Costs & How to Control
 Customer Service
 Hiring & Training
 Ancillary Revenue Sources-Pro Shop Concessions

Programming for Efficiency & Profitability

Topics will be focused on programming and allow for a discussion regarding the various programs that an ice facility offers, their elements, and how to arrange the ice schedule for maximum efficiency and profitability.

Programs - Rink Run or Contracted?

This segment will look at the program profitability and potential net revenue of rink-run programs versus contracted programs. Management and administration and their costs, utilizing the NGBs and their programs, offsetting risk, program expertise, and marketing enhancements will be covered.

Profitable Programs

Bring your ideas to this one! Identify program elements and pricing programs to meet profitability expectations. Typical costs associated with each rink-run program, adding value, the attempt to differentiate from the competition, the importance of customer service to your programs. Figure skating, adult hockey house leagues, group sales camps and clinics, and special events both on-ice and off-ice can add to your bottom line.

Public Skating & Birthday Parties

Public skating is another area to attract that new customer to one of your programs. Public skating can be as simple as your hockey or figure skating programs, so treat it that way! Make your sessions safe and fun for everyone. Birthday parties are big business. Would you take your kids to a party at your facility? Feedback from customers is vital to keep your party rooms full. You can do birthday parties even if you don't have party rooms. Learn how and don't miss out on these moneymakers.

Community Involvement & Events

Belonging to civic groups such as the Chamber of Commerce and charitable groups will give you needed exposure. Keep you in the loop for community event opportunities. Can you host things that will involve the community? Do you need free publicity? How involved are you in your community? Do you provide programs to be used in schools? Are you able to market in your school district?

Cross-Promotions & Facility Events

Skate-a-thons, health fairs, blood drives, and anniversary parties are just some of the ways to cross promote additional business in your doors. Turn a figure skating competition into a facility event. Hockey tournaments utilize all of the facility and add things to make it more fun and profitable.

Learn-to-Skate programs are essential to a skating facility for creating and renewing their customer base. Learn-to-Skate programs for both youth and adults are now becoming a large part of the Learn to Skate plan. Both NARCE and the USFSA will help any facility to operate these programs safely and profitably.

Contract Customers & In-House Programs

The days of simply selling ice time are over for most arena operators. Operating your own in-house youth and hockey and figure skating programs can be essential for a facility to succeed. Also, by working with outside groups who will contract long-term ice time, you can provide programs to meet all of your customers' needs. This session will discuss how to make both types of programs work in your facility and things to look for when working with contract customers.

COURSE DESCRIPTION

Track Four: ICE MAKING & PAINTING TECHNOLOGIES (IMPT)



Creating a proper sheet of ice is the key to a successful operating season. Building on the theory received from Basic Refrigeration, this course will enhance your professional knowledge while increasing your operational effectiveness through a clear understanding of proven ice installation principles. Further, participants will learn basic standard facility operation practices and have hands-on exposure to on-ice applications.

TOPICS INCLUDE.

Ice-Making Principles
Humidity & Its Effect on Ice Making
Refrigerated Floors
White Ice, Markings, Lines & Logos
Painting the Rink
Water Quality & Its Effects on Ice
Dasher Boards & Other Ice Sports
Energy Management
Changeovers

Ice-Making Principles

The duties of the icemaker and the steps to making a great sheet of ice are discussed in this session. Water and its effect, ice paints, floor preparation, ice-making equipment, and floor preparation for that first icemake are also discussed.



Humidity & Its Effect on Ice Making

Poor humidity conditions in a skating facility can create havoc with the ice making and maintenance process. Ice creation also breeds humidity and must be controlled. Humidity control equipment, insulation, HVAC equipment, and operating procedures can all affect ice making.

Refrigerated Floors

In today's recreational climate, rink floors can be crafted in a manner to meet multi-use, year-round operation types of floors and their construction and what to look for when operating a refrigerated floor.

White Ice, Markings, Lines & Logos

Properly creating a sheet of ice, while keeping an eye out for detail, will give a facility a year-round profession. Learn the suggested steps to enable you to make ice that is easy to maintain and enjoy positive user feedback.

Painting the Rink

On Tuesday, the entire class is on the ice painting.

Water Quality & Its Effects on Ice Making

Water quality will differ in all parts of the country. Learn what to look for in your water and how it affects your about the systems available to help increase the water quality in your facility.

Dasher Boards & Other Ice Sports

Dasher boards are a key component of every arena. Understanding their design and construction will be discussed. With the latest safety concerns, this session is more important than ever, with protective netting as part of the discussion. Learning about other ice sports and their effect on ice quality.

Energy Management

With ever-increasing pressure to reduce operating costs, this session will cover ways to reduce energy costs while operating a safe, high quality sheet of ice. Energy management is a necessary function and needs to be encouraged throughout the facility wherever energy is used.

Changeovers

Events held over the ice surface have always been common for large arenas. Now even small venues are being used to host events over the ice surface. Knowing how to perform these events and the steps that will be needed to do so.

Written Testing

The testing procedure is comprised of multiple choice questions, fill in the blanks, essays, true/false statements, and drawing of basic refrigeration and its components.



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