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Description automatically generatedLakota Nation Invitational

Event Coordinator Planning Guide

1. Overview
2. Financial Report
3. Event Report
4. Contract
5. LNI Contact Information
   1. Business Contacts
   2. Board Member Contacts
6. Advance Ticket Order Form
7. The Monument Equipment Rental List

Amended by LNI Board November 9, 2018

Amended by LNI Board \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Coordinator Overview**

Thank you for contributing your time and knowledge to the Lakota Nation Invitational Tournament. The Board greatly appreciates your hard work. LNI would not be possible without people like you helping to operate the events.

**Coordinator Stipends** – Coordinators will receive a $600 stipend for the first day of their event, each following day, coordinators will receive additional $200/day. For example, if your event is Thursday and Friday, your coordinator pay will be $800. Coordinators will receive pay on the final day of their event during the LNI tournament. All workers need to fill out IRS Form W-9 for tax purposes.

**Website Deadline** – Please submit your event info to Ben Bordeaux no later than September 1st. This allows schools the necessary time to prepare and approve funding

**Budget** – Historical information is available from Janel Wright to prepare an annual budget. Each coordinator is asked to budget their event to at least break even. Event registration fees are reviewed annually by the Board. Those fees are used to cover the cost of workers supplies, awards, room rental, equipment rentals, and other necessary items to make the event successful. Budgets are due by the October Board meeting.

**Reports** - A financial report, page 3, and a coordinators report, page 4, are expected to be filled out by the coordinator and submitted at the annual coordinators meeting in April.

**Room and Equipment Setup** – Please contact KayDee Klapperich at the Monument to discuss the room and equipment charges your event will need.

**Event Tickets** – Workers with events outside of the arenas will not receive tickets. If there is money in your budget, you can buy tickets for your workers. Workers who work inside the arena will need to check in each morning at the Command Center (Room 101) and get a wristband.

**Advance Tickets** – Coordinators can order tickets in advance from the Monument at a reduced price. If not ordered in advance, tickets prices are $15 for adult and $10 for students**. Contact the Monument for ticket ordering deadlines.**

**Workers** – Workers will receive their stipend on the last day of their event unless coordinators request differently. Please get your worker lists and pay rate to Janel Wright as soon as you have it finalized.

**Catering/Meal Tickets** – If your budget allows, you can order meal tickets for your workers from the Monument. Additional catering must be preapproved by the Board at or before the October Board meeting.

**Awards** – Coordinators need to submit their awards needs to Janel Wright prior to the October Board meeting. **This is new in 2022 so awards are consistent between events.**

**Sponsors** – LNI is a registered non-profit. As a coordinator, you can seek sponsorships for your event. All sponsorship asks need to be sent to Janel Wright prior to asking for funding to ensure the company/organization has not already been asked or has not already donated to LNI in general.

1. **Financial Report**

LNI Event: Coordinator:

Date of Event:

Entry Fee Amount: $ #of Schools/Teams = $

Contributions/Donations: $

**Total Revenue**: $

Room Rental: $ Tables/Chairs/Etc: $ Catering: $

Jackets: $ Crystal: $ Other Awards: $

Coordinator(s): $ Workers: $ Misc.: $

**Total Expenses**: $

**Profit** or **Loss**: $

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Signature Event Coordinator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LNI Board Member Date

**3. Coordinator Report**

LNI Event: Coordinator:

This report must be presented in person at Annual LNI meeting in April.

1. Give a brief summary of your event:
2. Any concerns you need to address with LNI board?
3. Any changes or items needed for 2025 tournament?

4-Fill form out sign/date and email to your LNI-Person of Contact who will sign and email to LNI Secretary prior to LNI Annual Spring meeting.

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Signature Event Coordinator Date

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LNI Board Member Date

1. **Coordinator Contract**

LNI Event: Coordinator:

Contract between Event Coordinator and LNI Board

Duties & Responsibilities of LNI Event Coordinator:

1. Must meet with LNI Board for approval to operate event.
2. Must have rules & all event information on LNI Website by September 1st.
3. Must coordinate with Sage Creek CPA, LLC (Janel Wright and Sandra Weaver) in collection of entry fees & expenditures.
4. Must coordinate with The Monument (KayDee Klapperich) to secure room and all items needed tables, chairs, etc. The cost of room and equipment rental must be included in the financial report
5. Must submit list of workers, coordinators and amounts to be paid to Janel Wright prior to event.
6. Must report to LNI-POC any concerns or problems ASAP.
7. Must meet with LNI board during the Annual April meeting to give financial report and coordinator report in person.
8. Must be professional when dealing with students, staff, and fans. You represent LNI board in your everyday interactions during LNI.
9. Registration fees and sponsorships must cover all expenses of the event. LNI board is not responsible for financial assistance if your entry fees and contributions/donations do not cover all expenses!
10. Any remaining proceeds from event will remain with LNI to assist with LNIin general.
11. Coordinate with Janel Wright regarding award orders by September 30th.
12. LNI Coordinator will not receive final coordinator stipend until the financial report is completed and signed by LNI-Point of Contact.

I understand the duties and responsibilities of LNI event coordinator and I will abide by all that is expected of me.

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Signature Event Coordinator Date

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LNI Board Member-POC Date

1. **LNI Contact Information**

**Business Contacts**

**Accountant - Entry Fees/Stipends/Budgets/Sponsorships/Other Financial Information**

Janel Wright Sandra Weaver

Sage Creek CPA Sage Creek CPA

Direct: (605) 391-3149 Direct: (605) 391-6693

[janel@sagecreekcpa.com](mailto:janel@sagecreekcpa.com) [sandra@sagecreekcpa.com](mailto:sandra@sagecreekcpa.com)

**The Monument - Rooms/Tables/Chairs etc**.

KayDee Klapperich

The Monument

Office: (605) 394-4115

[kaydeek@themonument.live](mailto:kaydeek@themonument.live)

**Awards/Jackets**

He Sapa Enterprise

**Simpson Printing – Programs/Other Printing**

Terresah Hall

Office: (605) 342-0979

[thall@simpsonsprinting.com](mailto:thall@simpsonsprinting.com)

**Website**

Ben Bordeaux Yancy Gunhammer

Todd Co School Todd Co School

Direct: (605) 268-0529 (605)319-0372

[Ben.Bordeaux@k12.sd.us](mailto:Ben.Bordeaux@k12.sd.us) [Yancy.Gunhammer@k12.sd.us](mailto:Yancy.Gunhammer@k12.sd.us)

**Vendor Booths**

Johaunna Dreamer

Oglala Sioux Tribe

Direct: (605) 899-8699

[johaunna@oglala.org](mailto:johaunna@oglala.org)

**Advertising**

Janel Wright

Sage Creek CPA

Direct: (605) 391-3149

[janel@sagecreekcpa.com](mailto:janel@sagecreekcpa.com)

**LNI Board of Directors**

Chuck Wilson President [Chuck.Wilson@k12.sd.us](mailto:Chuck.Wilson@k12.sd.us) 605-685-4551

Bob Braveheart Vice-President [robertbraveheart@mahpiyaluta.org](mailto:robertbraveheart@mahpiyaluta.org) 605-685-4222

Dani Walking Eagle Secretary [dwalkinge@sfisk12.org](mailto:dwalkinge@sfisk12.org) 605-319-8034

Keith Ferguson Treasurer [keferg613@yahoo.com](mailto:keferg613@yahoo.com) 605-407-0530

Bryan Brewer Founder/Director [lnibasketballtournament@gmail.com](mailto:lnibasketballtournament@gmail.com) 605-407-7181

Allen Benoist Board Member [allen.benoist@ohitika.com](mailto:allen.benoist@ohitika.com) 605-200-0270

Jay Claymore Board Member [jayclaymore60@gmail.com](mailto:jayclaymore60@gmail.com) 701-301-3785

Jess Mendoza Board Member [hooper42@hotmail.com](mailto:hooper42@hotmail.com) 605-365-6334

John Haas Board Member [mr.redkettle@gmail.com](mailto:mr.redkettle@gmail.com) 605-484-7118

Mike Carlow Board Member [mike@tusweca.org](mailto:mike@tusweca.org) 605-407-8525

Silas Blaine Board Member [Silas.Blaine@k12.sd.us](mailto:Silas.Blaine@k12.sd.us) 605-280-4653

LAKOTA NATION INVITATIONAL

SCHOOL TICKET ORDER FORM THE MONUMENT

Dec. 17 - 21, 2024

|  |  |
| --- | --- |
| Order Information: | |
| School: |  |
| Address: |  |
| City, State, Zip: |  |
| Person Filing Order: |  |
| Signature: |  |

\*only person filling the order or authorized can pick up tickets\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | # of Tickets |  | Price per Ticket | Total Due |
| Tuesday Wrestling Student: |  | x | $8 |  |
| Wednesday Student: |  | x | $8 |  |
| Thursday Student: |  | x | $8 |  |
| Friday Student: |  | x | $8 |  |
| Saturday Student: |  | x | $8 |  |
| Tuesday Wrestling Staff: |  | x | $12 |  |
| Wednesday Staff: |  | x | $12 |  |
| Thursday Staff: |  | x | $12 |  |
| Friday Staff: |  | x | $12 |  |
| Saturday Staff: |  | X | $12 |  |
|  | | | | |
| Total Amount Due: | | | |  |

Send Order and Makes Check Payable to:

The Monument

Attn: LNI Basketball Tickets

444 Mount Rushmore Road North

Rapid City SD 57701

Or Fax 605-394-4119

Or Email [tickets@themonument.live](mailto:tickets@themonument.live)