Critical Path

Your path to success

A critical path is essential to the planning and execution of a successful event. A critical path outlines the timelines and key tasks that should be completed as your event approaches, is hosted, and comes to a close.

The critical path outlines the main functional area tasks of your event, which is further broken down by sub committees and their respective paths to help reach the end goal.

Critical Path

Hockey Canada's role is to support and guide the host committee in delivering a successful event. Hockey Canada and your event manager and coordinator are resources and a liaison between teams and host committee.



Critical Path

The Online Hosting Resource provides an overview and guide for the key factors in planning your event.

http://www.hockeycanada.ca/hosting

Key Areas of Consideration

- Administration
- Finance
- Sponsorship
- Ticketing
- Marketing
- Logistics
- Operations
- Communications / Media
- Volunteers
- Special Events

Building Your Critical Path

- Know your timelines
- Identify key responsibilities
- Prioritize and assign tasks
- Set deadlines
- Track progress



+ 12 Months	Submission of letter of interest to host provided to Hockey Canada	Development of bid presentation and business plan for submission to Hockey Canada	
6-10 Months	Incorporation of Host Organizing Committee	Completion of key agreements (i.e. Facility, Hotel, Transportation, Catering	
6 Months	Sponsorship program finalized & sponsorship sales begin	Ticket program finalized & ticket launch	government grant support confirmed
5 Months	Development and approval of event schedule	Final placement of key volunteers to sub-committees	
4 Months	Steering Committee meeting	Launch volunteer registration	
3 Months	Development of team transportation plan	Access control & security plans developed	
2 Months	Development of medical plan	Laundry service confirmed	Confirmation of team hosts
1 Month	Venue fit out – rinkboard & ice logo installations	Provision of team arrival & departure information	Confirmation of in-game participants, puck drop participants, VIPs & in-game promotions
Start of Event	Teams & officials arrive	Commencement of daily itinerary for transportation, meals, practices & games	
Post Event	Presentation of Final Report	Reconciliation of outstanding payables & receivables	

