



2019 and 2020 NCAA DIVISION I MEN'S AND WOMEN'S  
OUTDOOR TRACK AND FIELD CHAMPIONSHIPS  
SPORTS SPECIFIC INFORMATION

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**IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE HOST CITY BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.**

## **SECTION I: INTRODUCTION**

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The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host the championship competition of the Division I Men’s and Women’s Outdoor Track and Field Championships.

The information contained in this document and the accompanying attachments provide the minimum bid specifications for hosting the championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship to institutions in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championships. The administration of the championships is under the authority of the respective sports committee subject to final authority of the NCAA Competition Oversight Committee. All activities and events associated with the championships are to be approved by the sports committee.

## SECTION II: CHAMPIONSHIP STRUCTURE

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DATE FORMULAS	
Outdoor Track and Field Championships Competition	Conclude on the second Saturday in June, running from Wednesday through Saturday.
2019	June 5-8
2020	June 10-13

Qualifying to the Final Championships competition is accomplished through performance in the Preliminary Championships competition at each site (East and West) for events contested at those competitions. Twelve competitors from each individual event and 12 teams from each relay event advance from each Preliminary Championships competition site to the Final Championships competition. Qualification, through competition in an event at a Preliminary Championships competition, is required to participate in that event at the Final Championships competition with the exception of the combined events that only compete at the Final Championships competition. Any individual or relay team must remain eligible for advancement throughout all rounds of the championships. The specific event formula for advancement to the Final Championships competition, as well as tie breaking procedure, is detailed in the NCAA Division I Outdoor Track and Field Technical Manual.

### SECTION III: GENERAL FACILITY REQUIREMENTS

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1. The facility must be modern, clean and accessible and must have at least 10,000 seats – a proposal that includes a combination of permanent and temporary seating is acceptable. The seating capacity must take into account adequate seating reserved for participants (student-athletes and coaches) in close proximity to the primary warm-up and clerking areas.
2. The facility and surrounding area (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) must be available for move-in from noon the Sunday preceding the first day of competition (Wednesday) through the day after the championships (Sunday), for the purpose of preparing for, practicing for, conducting the NCAA Division I men's and women's outdoor track and field championships, and in the case of inclement weather that may require the championships to carry over to Sunday. During that period of time, the facility will be clean and accessible, and conditions must be safe and of championships caliber. The facility must be accessible for practice by participating institutions as of Noon (Monday) two days prior to the first day of competition.
3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots, or the component products, equipment, materials, designs and constructions.
4. The host must provide the use of the facility, cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA. Facility should include lights that allow for evening competition in the main track competition area. Facilities with lights in ancillary competition areas (i.e. long throws venues) are highly preferred but not required.
5. The facility shall obtain written release from the lessees and franchisees, if any, of "club" seats, suites or boxes allowing the NCAA the said use of such during championship events. If applicable, the local organizing committee (LOC) will be responsible for relocating all displaced suite and box ticket holders in the general seating areas contained in the LOC's allotment of tickets.
6. The facility will be responsible for the security and distribution of tickets to groups specified by the NCAA. The cost of clerical work, envelopes, postage and printing will be included as an expense in the NCAA approved budget.
7. The city shall have an ordinance prohibiting ticket scalping inside the facility and facility property.
8. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. The facility should be appropriately staffed, and programs, merchandise and concessions may be sold.
9. During the season in which the facility will host the championship, it must host a minimum of one outdoor track and field meet prior to May 1.
10. The host shall make the necessary accommodations for the personnel to conduct fully automatic timing (FAT) and results processing for the championships. The NCAA shall contract with the timing personnel directly.

11. The NCAA track and field officials assignor will appoint 12 key official positions for the championships, including referees, starters, clerks, head umpire and head marshal. The host shall work with the NCAA officials assignor on securing and approving the balance of officials to serve at the championships. The officials cannot be under the employ of the host institution or any member of the host institution's conference. Of the officials secured by the host, 40 percent must come from outside the local association. The NCAA officials assignor can offer a list of recommended number of officials to work in each event area.

It is preferred that the host's hospitality plan includes scheduled meals for officials. Note that the NCAA will issue invitations to serve for the paid key official positions. Transportation (mileage only; flights will be paid and arranged by NCAA), lodging expense (room and tax), per diem, and stipend shall be paid directly by the host for the key officials mentioned above and reimbursed by the NCAA.

12. The host shall make the necessary accommodations for the personnel to conduct video review for the championships. The NCAA shall contract with the personnel directly. Host will be responsible for securing volunteers to assist in this role.
13. Tracks, runways or take-off areas should consist of a high quality synthetic track material surface. These surfaces shall be able to accept a minimum of 7 mm (1/4") in spike length. In the high jump and javelin, the surface shall be able to accept a minimum of 9 mm (3/8") in spike length. It is preferred that each runway shall have a uniform resilience and that field events are conducted within the primary spectator viewing area..
14. The track must be 400 meters in length and not less than 6.40 meters in width, and should be covered by a current engineer's measurement certification. In addition, the track is to be marked in accordance with NCAA rules.

Whenever possible, it is recommended that there be an obstacle-free zone on the inside and on the outside of the track at least 1 meter in width.

Maximum lateral inclination permitted for the track across the full width of the track, preferably toward the inside lane, and across all runways, shall not exceed 1:1,000.

Lanes shall all have the same width with a minimum of 1.067 ( $\pm 0.01$ ) meters (42") and a maximum of 1.22 ( $\pm 0.01$ ) meters (48") including the white line to the right. Lanes shall be marked on both sides by white lines 5 centimeters wide. The lanes shall be numbered with lane one on the left when facing the finish line.

Visible start and finish lines, 5 centimeters wide, shall be marked on the track. There should be a minimum of 3 meters (9'10") behind the start line and minimum of 15 meters (49'2 1/2") beyond the finish line free of any obstruction.

A track surveyed based on the existence of a curb shall, at a minimum, have the full curves bordered by a curb of suitable material approximately 5 centimeters in height and a minimum of 5 centimeters in width. The edges of the curb shall be rounded.

Cones may be used to replace a curb temporarily when the curb interferes with other events, but not

as a substitute for a curb. If a section of the curb must be temporarily removed for any reason, its place shall be marked by a white line 5 centimeters in width and by cones at least 15 centimeters in height. The cones shall be placed on the track on top of the line so that the outward face of the cone coincides with the edge of the white line closest to the track. The cones shall be placed at distances not exceeding 1.5 meters indoor. For a track surveyed for a curb, a regulation curb must be in place.

15. The field event facilities must allow for multiple field event competitions to be conducted at the same time with competitor and spectator safety in mind.
  - Two facilities are required to accommodate simultaneous competition for the pole vault, long jump, and triple jump. All runways must be at least 45 meters (147'7 ½") in length. For the pole vault, this minimum shall be measured from the back of the box. For the long and triple jumps, this minimum shall be measured from the take-off board.
  - Two facilities are required to accommodate simultaneous competition for the high jump.
  - Two facilities are required to accommodate the simultaneous competition for the shot put.
16. The hammer and discus facility must have a cage and landing area that meets NCAA facility specifications as outlined in the rules book and allows for maximum safety for participants, officials, and spectators. Adequate space for spectator seating should be provided if the facility is not within the track facility.
17. The steeplechase water barrier must be adjustable to both the men's and women's heights.
18. The official track and field equipment supplier of the NCAA will supply competition equipment necessary to conduct the championships. Host may be asked to provide volunteers to help with the load-in and load out of the competition equipment provided by the official NCAA equipment supplier. In addition, the host should provide a secure area for institutions to store implements, including javelins and poles, as well as any equipment provided by the NCAA equipment supplier. No other competition equipment, other than that provided by the official NCAA supplier may be used without prior consent from the NCAA and official supplier.
19. The facility should have space available for the management of the event, including a clerking area large enough to accommodate 50 student-athletes, a warm-up area in close proximity to the clerk, and an area convenient for conducting a drug-testing program.
20. The facility should have space available in the press box to accommodate data and timing management (lane assignments, results, scoring, etc.). Space for personal computers with corresponding electrical and internet access is required. Space for instant replay to include power and internet must be available near the track and in an area that is enclosed.
21. One area of shaded, visible space near the field of play should be made available, with wireless internet, a high speed copier and appropriately furnished with a table, chairs and refreshments for the use of the NCAA committee representatives. This should be private space that is adjacent or nearby that is not subject to outside interference. This space should be made available beginning Sunday

prior to the championships.

22. The committee will also require a separate area of work space with a view of the track that can accommodate two individuals, a desktop printer and personal computer for use of the NCAA committee and data specialist to oversee results verification.
23. The facility should have an awards stand to accommodate eight relays (32 people) that is easily seen by spectators.
24. Concessions and an athletic training facility must be available on site. If permanent facilities are not available, tents set up in or adjacent to facility may be used to meet this requirement. Enough space shall be provided to accommodate each participating institution.
25. Permanent restrooms must be on site.
26. On-site parking must be provided for participating institutions, championship personnel and officials on a complimentary basis. If immediate parking is not available for participating institutions, a bus/van drop-off area must be designated. If necessary, hosts may limit the number of parking passes distributed to an institution based on the institution's number of participating student-athletes. Sufficient parking space must also be made available to attending spectators.
27. An established mixed zone area must be designated separate from spectator and hospitality areas.
28. A full complement of facility crew personnel must be on site at all times during practice and competition. Established plans for handling facility needs in the event of inclement weather must be reviewed by the NCAA in advance of the championships.
29. Hosts must provide, in its participant manual, a list of equipment available to all teams (i.e., throwing implements, etc.) and a list of alternate training facilities, including weight room and appropriate running paths in immediate proximity to the facility.
30. A room for drug testing with a common waiting area, separate toilet facilities for men and women, and a minimum of 500 square feet of space, must be available.
31. The facility shall provide at least one main results area with an area for protests to be filed.
32. The NCAA or its designee will provide cups, water coolers, ice chests and water for placement in key areas including field of play, warm-up, clerking and mixed zone. A limited number of banners and other signage will be provided for dressing the facility. These items will be provided at the NCAA's expense.
33. The facility will provide the following state-of-the-art meet equipment: public-address system, a video board and associated cameras to display meet updates, live action, replays, and NCAA messaging, and electronic event performance boards positioned at each field event. Bids outlining a plan to

enhance the championships with fully produced footage (available throughout all days of competition and with multiple camera angles) will be given additional consideration.

34. The host/facility will provide meeting space in close proximity to the competition venue to conduct the coaches meeting (space for 600) and packet pick-up along with necessary table and chairs.
35. The host/facility will provide dedicated space for the officials to meet, have meals and rest throughout the duration of the championships.
36. The primary press box/area must be large enough to accommodate a minimum of 50 to 75 media. The area must have proper lighting, wired and wireless internet access with adequate bandwidth to accommodate all working media. Additionally, adequate toilet facilities for men and women (including facilities for disabled persons).
37. The NCAA and its designated representatives shall have the right, with no obligation to make any payments to the facility or its concessionaire or any other third party, to provide food and beverages of its choice in the media refreshment area and other working areas and at the facility.
38. Dedicated, but limited, space for photographers should be available, as determined by the host sports information director in conjunction with NCAA.
39. An interview area with one/two six-foot tables and chair seating for 10 individuals should be made available. The facility will provide the audio needs, lighting, draping, a seated interview area and camera platforms (if necessary) at its expense. Other press conference equipment and personnel selected by the NCAA to administer satellite and local videotape and sound feeds to electronic media agencies will be provided at the NCAA's expense.
40. The facility will make available photocopy machine(s) with capabilities for reproducing heat sheets, results and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for the machine. The machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. There will also be provided equipment operators and technicians to be available Wednesday through Saturday. The machine shall be located in an area convenient for the media.
41. Must meet all electrical power, lighting, parking, etc., to accommodate television. Please reference the NCAA General Bid Document for specifics.
42. The facility and LOC will be responsible for and pay the costs of the coordination and installation of interior and exterior decorations in the facility.
43. The host shall provide, at its expense, tents, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA. Areas include merchandise and program sales, results posting, and protest area.
44. The host shall provide a secure area for implement weigh-in and certification. The area should be able to accommodate the storage of all implements, implement carts and other set-up needs (tables,



chairs, etc.). In addition, the host shall provide a secure area to store institutional vaulting poles.

The host institution/conference/sponsoring agency must submit a facility diagram with bid materials which indicates the location of the areas noted below.

Facility diagram to include:

- Track and field events layout
- Warm-up and clerking areas
- Participant seating
- Mixed zone
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Space for NCAA committee
- Space for official video review
- Press conference area
- Hospitality areas
- Media workroom/hospitality
- Drug testing
- Press box
- Athletic training/medical
- Public flow
- Awards Ceremony
- Video board
- TV Compound
- Officials hospitality
- Student-athlete hospitality
- Team camp area
- Coaching boxes
- Protest area
- Parking (for all groups)

**The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.**

☐ YES      ☐ NO      ☐ NO with Exception

**Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.**

## SECTION IV: LODGING

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Housing must be available to meet the needs for all participating teams, NCAA staff, committee members, media, meet officials, timing, official video replay and other special guests as designated by the NCAA. It may be permissible for the media or meet officials to be assigned to the same property as the NCAA headquarters hotel. (Meet officials and teams may not stay in the same hotel.) Efforts will be made to provide some deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

Bid responses may highlight any recommended properties Anthony Travel should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. Anthony Travel will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large groups. For certain championship events, additional room blocks may be required for fan travel.

The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.

Contracted properties will be responsible for complying with all requirements in the contract terms as presented in the sample contract.

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the venue.

The host institution is financially responsible for the officials, announcers, sport committee, secretary rules editor, officials assignor, data specialist, timing, and video replay accommodations to be reimbursed by the NCAA.

The host is expected to ensure lodging arrangements are available at favorable rates for the following groups:

- NCAA Staff – 10 rooms (Sunday-Sunday)
- NCAA Committee, NCAA Secretary Rules Editor, NCAA Officials Assignor, NCAA Data Specialist, and other NCAA partners – 25 rooms (Monday-Sunday)
- Timing and Results – 8 rooms (Sunday-Sunday)
- Official video review – 5 double bedded rooms (Tuesday-Sunday)
- NCAA Key Officials – 12 rooms (Tuesday-Sunday)
- NCAA announcers – 3 rooms (Tuesday-Sunday)
- Teams – See below.

In addition, the community of the host institution/conference/sponsoring agency should demonstrate an ability to house the championship participants (including team personnel) at favorable rates (\$130-\$150) for the duration of the championships (approximately 1000 rooms should be available Monday with check out on Sunday). All hotels shall be in close proximity to the competition venue. The hotels for participants must be of comparable quality. The host institution shall advise competing teams of hotel accommodations available in the area. An institution is not obligated to stay at the suggested properties and is responsible for securing its own accommodations. There also must be sufficient hotel space to accommodate spectators attending the event. Lodging requests will vary, but some rooms must be available as early as Sunday of meet week.

An estimate for the NCAA room block at the headquarters hotel is as follows:

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
NCAA Staff	10	10	10	10	10	10	10
NCAA Committee, SRE, Officials Assignor, Data Specialist and partners	0	25	25	25	25	25	25
Timing and Results	8	8	8	8	8	8	8
Video Review (double bedded)	0	0	5	5	5	5	5
Key Officials and Announcers	0	0	15	15	15	15	15
Total	18	43	63	63	63	63	63

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## SECTION V: NCAA/HOST RESPONSIBILITY

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### **NCAA PROVIDES:**

1. Transportation and per diem for the participating teams.
2. Transportation (air travel paid by the NCAA and mileage paid by host and reimbursed through financial report), lodging, per diem, and stipend for twelve key officials and three announcer positions. (Lodging, per diem, and stipend should be paid by the host and reimbursed by the NCAA through the financial report.)
3. Transportation, lodging, and per diem for the NCAA committee. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)
4. A limited number of banners and other signage to dress the facility, including a field stencil and paint to apply one stencil.
5. Awards for the participating teams.
6. Championship mementos for participating teams (distributed after the championships).
7. Credentials, lanyards and credential boards.
8. Apparel for officials and volunteers.
9. Merchandise from Event 1.
10. Hydration product and equipment for participants.
11. Competition equipment supplied through equipment vendor.
12. Funding for promotional efforts.
13. Funding for operational expenses as approved in the proposed budget.
14. Limited funding for promotional efforts.
15. Personnel to conduct fully automatic timing (FAT) and results processing as well as video review. (Lodging should be paid by the host and reimbursed by the NCA through the financial report.)

### **HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:**

1. Facilities.
2. Volunteers and Coordinator.
3. Media Coordinator.
4. First aid/medical services/AED on-site/ambulance on-site.

5. Championships hospitality (Officials, volunteers, NCAA committee/staff, student-athletes, media).
6. Food/beverage concessions.
7. Production equipment and personnel, including public address system and video board.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media working area (fully equipped) with hospitality and mixed zone interview area.
11. Tickets.
12. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
13. Appropriate directional signage within and outside the venue.
14. Press box personnel and meet personnel (e.g., public address announcers, support for timing system, chief of operations, etc.).
15. Other items as later requested by the NCAA.

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## SECTION VI: MARKETING

1. **Marketing Plans.** Upon selection for the championship, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$15,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com), is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

All requests, for both artwork and reimbursement, must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** The NCAA will provide television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com).
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.

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## SECTION VII: SCHEDULE OF EVENTS

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### **Monday**

Facility preparation is complete.

Practice by participants (facility available no later than Noon).

### **Tuesday**

Practice by participants.

Packet pick-up.

Coaches technical meeting.

Officials' meeting.

### **Wednesday**

Day 1 of championships

### **Thursday**

Day 2 of championships

### **Friday**

Day 3 of championships.

### **Saturday**

Day 4 of championships.

\*Schedule subject to change.

## SECTION VIII: VOLUNTEER NEEDS

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Approximately 150 volunteers on competition day will be needed for assignments, including basket runners, block crew, awards, hospitality, concessions, parking, media and merchandise sales.

The officials' coordinator will work with the committee, NCAA staff, the secretary rules editor, and the host (if necessary) to assign the additional number of officials.

**The host will be responsible for securing volunteers/personnel for the following areas:**

- Officials outside of key officials (to be approved by the NCAA officials assignor)
- Marshalls.
- Event Mgmt.
- Runners for results.
- Volunteers for Video Review.
- Video board operators.
- Awards coordinator.
- Packet Pick up coordinator.
- Drug testing couriers, if necessary.
- Sports Medicine staff to include physicians and EMT.
- Media room and heat sheets/results production.
- Hospitality coordinator.
- National anthem singers.
- Ticket coordinator.
- Electrician.
- Crew to move hurdles and prepare track.
- Facility management.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Ushers if necessary.
- Additional operational needs.



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## **SECTION IX: COACHES ASSOCIATION**

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The United States Track and Field and Cross Country Coaches Association (USTFCCCA) may conduct a business meeting and or present coaches awards following the mandatory coaches meeting. All coaches association activities held in conjunction with the championships are conducted at the discretion of the NCAA and are subject to NCAA approval.

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**SECTION X: AGREEMENT TO TERMS AND CONDITIONS**

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**PLEASE NOTE:** The Division I Men's and Women's Track and Field and Cross Country Committee will consider bids for both years and/or single year bids. Please indicate the year(s) in which you are interested in serving as host:

\_\_\_\_\_ 2019 (June 5-8) \_\_\_\_\_ 2020 (June 10-13)

The championship host agrees to all terms and conditions as outlined above in the Championship Bid Specifications Agreement.

☐ Agree ☐ Disagree

In addition to this form, please submit the following:

- Online key contact form.
- Online proposed budget and financial report.
- Facility site questionnaire.
- Pictures of the facility, including the video board and press box.
- Description of the facility sound system.
- Description of the facility markings, including logos.
- Diagram of the facility that indicates seating (including the number of private suites, if available), and a color-coded map of the facility with designated team camp area, warm-up area, clerking area, media and photographer work areas, implement weigh-in area, medical area, awards area, hospitality area for coaches, student-athletes, officials, media and volunteers, etc.
- Outline of the local organizing committee structure (organizational chart).
- Marketing/promotions plan and marketing contact information.
- Information regarding local hotels, restaurant facilities and accessibility.
- Professional lighting survey of the venue taken within the last year.

**SIGNED:**

Sponsoring Agency Representative \_\_\_\_\_

Agency \_\_\_\_\_

Address **(Please list street, city, state and zip code for overnight mail.)**

\_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ Facsimile Number (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_