CHAMPION YOUR CITY
NCAA® SITE SELECTION PROCESS
2023, 2024, 2025 & 2026
DIVISION I WOMEN’S LACROSSE CHAMPIONSHIP

SPORT 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 GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.*
SECTION I: INTRODUCTION

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 one or more NCAA championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these 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’ several years 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 championship. The administration of the championship is under the authority of the respective sports committee subject to final authority of the NCAA Competition Committee. All activities and events associated with the championship are to be approved by the sports committee.
## SECTION II: CHAMPIONSHIP STRUCTURE

### DATE FORMULAS

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Round (2)</td>
<td>Tuesday or Wednesday prior to first rounds.</td>
</tr>
<tr>
<td>First Rounds (8)</td>
<td>Friday and Sunday prior to quarterfinals</td>
</tr>
<tr>
<td>Quarterfinals (4)</td>
<td>Saturday or Sunday prior to finals</td>
</tr>
<tr>
<td>Semifinals and final:</td>
<td>Friday and Sunday of Memorial Day Weekend</td>
</tr>
</tbody>
</table>

The Division I Women’s Lacrosse Committee is considering bids for the following championships.

<table>
<thead>
<tr>
<th>Year</th>
<th>Dates Available for Bids</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
<td>May 26 &amp; 28</td>
</tr>
<tr>
<td>2024</td>
<td>May 24 &amp; 26</td>
</tr>
<tr>
<td>2025</td>
<td>May 23 &amp; 25</td>
</tr>
<tr>
<td>2026</td>
<td>May 22 &amp; 24</td>
</tr>
</tbody>
</table>
SECTION III: GENERAL FACILITY REQUIREMENTS

In addition to those items listed in the Championships Bid Specifications document, please note the following:

1. The host and sponsoring agency agrees that the facility shall be available for the exclusive use of the NCAA starting at 8 a.m. Tuesday preceding the competition through the conclusion of the final round for the purpose of preparing for, practicing for and conducting the semifinal and final games (Thursday & Saturday are practice days; Friday and Sunday are competition days). During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championship caliber. The sponsoring agency must agree that throughout the championship weekend, the facility will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order.

2. The NCAA specifically disclaims any responsibility to investigate the safety or code of compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.

3. The game field shall be arranged in accordance with all NCAA Women's Lacrosse Playing Rules as far in advance as possible, but in no later than Wednesday prior to competition.

4. The facility must have a comprehensive security and evacuation plan in case of emergencies.

5. All seats in the facility shall be under the control of the NCAA for its exclusive use during the championship. Seating capacity must be 8,000 minimum.

6. The facility must furnish the following locker room accommodations:
   a. A minimum of four spacious locker rooms of comparable quality, with shower, toilet facilities, and towels available for teams. Signs with the teams’ names must be affixed to each respective locker room door.
   b. Locker room space for a minimum of eight game officials.
   c. For all product placed in the locker rooms, please make best efforts to consider and utilize NCAA Corporate Champion/Partner product if applicable.

7. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost. The venue or its official concessionaire will provide food and beverage (and related services) to the NCAA and its designated agents at costs not greater than the most favorable pricing that the venue (or its official concessionaire) offers or makes available to other clients that have used, or will use, the venue.
The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:

a. An athletic training area adequately staffed and large enough to accommodate the four participating teams.

b. Media work space for 50 with appropriate power, lighting, heat, air conditioning and toilet facilities.

c. Elevated seating for approximately 8-10 people at midfield for NCAA Committee, staff and additional game personnel.

d. Interview area for 50 with dais, podium and audio equipment. Television platforms should be available in the rear of the room.

e. Photographer space on the field at the discretion of the NCAA media coordinator.

f. One area of private office space with Internet access (wireless or a minimum of 6 Ethernet lines) for use by the NCAA.

g. A media coordination work area containing one photocopy machine with capability for reproducing statistics and other material on bond paper with a minimum per-copy speed of 40 per minute. The facility shall be responsible for the installation, service costs and paper for this machine during the championship. The machine also shall include a collator and automatic stapler.

h. Indoor press box media seating for 40.

i. Two separate rooms for drug testing, each with a waiting area, toilet facilities and a minimum of 500-square feet of space.

j. Minimum of two radio booths, a separate television booth and a separate booth to keep in-game statistics. If bidding on both the Division I and Division III women’s championships, two separate television booths would be needed.

k. Minimum of two scouting locations (indoor) for participating teams.

l. An on-site meal area for 35 television production crew members (Sunday).

8. The facility shall provide Internet access (wireless and/or Ethernet) as required by the NCAA.

9. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.

10. The facility shall provide 40 complimentary parking spaces for the participating teams, NCAA representatives,
and officials in prime locations. Additionally, parking for television production vehicles and media should be available near the facility.

11. The facility shall provide, at no cost to the NCAA, sufficient electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press areas for the operation and transmission of color television and radio broadcasts and for the operation of computer terminals used by the working press. Therefore, the following shall be available:

a. Minimum lighting requirements that can be found in the NCAA Best Lighting Practices lacrosse documents.

b. 110-volt electrical outlets in all working press areas.

c. Three-phase to other areas designated by the NCAA including, but not limited to, the interview room, NCAA meeting room and other special media areas.

d. Please complete the Power Verification Form to verify the facility shore power (Appendix C).

12. The facility and host shall be responsible for the removal and/or covering of any existing signage at the discretion of the NCAA.

13. The facility shall provide at least one main scoreboard, sound system and a video board. The facility, at its own expense, shall provide access to any additional video boards, LED boards or matrix boards in the facility. In addition, the facility, at its own expense, shall provide a full in-venue production for all NCAA event days (e.g., game days, open practice days and other NCA event days – example: fan/sponsor events at the stadium). This production shall include a fully staffed and operational in-venue broadcast / video board control room on all event days including cameras and their operators. In addition, the production shall include access and use of control room equipment and personnel prior to event days for any pre-production/loading needed the week of the event (e.g., editing suites, play back equipment, video storage and editing systems).

14. A visible clock should be provided. A backup clock is mandatory and should be synchronized with the visible clock. The visible clock must have the ability to show the penalty time. The official clock must be operational from the scorer’s table. An air horn and secondary timepiece (for timeouts and penalties) also must be available at the scorer’s table. Additionally, a minimum of two shot clocks and two back up shot clocks are mandatory.

15. Benches for 50 people per team should be set up on either side of the scorer’s table.

16. Any football goal posts shall be removed from each end of the playing field.

17. The NCAA owns the exclusive rights to broadcast the games on television and radio, to record the competition and broadcasts thereof for albums and tapes, and to photograph the games by means of still, videotape or other motion-picture cameras. The NCAA shall have the sole right and authority to designate usage of all broadcast, telecast and press locations, tables, and work areas. The venue must meet and
abide by all television guidelines as indicated in the [Championships Bid Specifications](#) document.

18. The NCAA and its designated representatives shall have the right, with no obligation to make payments of any kind to the competition venue and surrounding areas/facilities that are to be used or their concessionaire or any other third parties, to provide food and beverages of its choice in any areas other than those for general fan concessions including, but not limited to, the locker rooms, media refreshment area, other working areas, private suites or gathering areas, hospitality space and office space as noted herein. If NCAA Corporate Champion/Partner requests to sample/sell product within venue footprint for general fan consumption, the competition venue agrees to make best efforts to accommodate or negotiate the parameters.

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

Housing will be required for all participating teams, NCAA staff, committee members, game officials, media and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials and participating teams unless specified otherwise by the NCAA. It may be permissible for the media and game officials to be assigned to the same property as the NCAA headquarters hotel. (Game 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 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.

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.
Sample Hotel Room Block:

<table>
<thead>
<tr>
<th>Block</th>
<th>Room Type</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headquarter &amp; Officials</td>
<td>Double/Double</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Kings</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>100</td>
</tr>
<tr>
<td>CCP</td>
<td>Kings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Teams (4)</td>
<td>Double/Double</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>600</td>
</tr>
<tr>
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<td>28</td>
<td>28</td>
<td>28</td>
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<td>140</td>
</tr>
<tr>
<td></td>
<td>Suites</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>187</td>
<td>187</td>
<td>192</td>
<td>192</td>
<td>192</td>
<td>950</td>
</tr>
</tbody>
</table>

Team Allocation: 30 Double/Doubles, 7 Kings, 1 Suite

**Team Hotels.** Each team hotel (four recommended) shall be of comparable quality, provide comparable rates and be located a similar distance from the facility (less than 15 miles preferred). Other requirements:

1. A minimum of 30 double/double non-smoking sleeping rooms for each team is required.
2. The designated hotels should be full service and have indoor access to the rooms.
3. For each team, upgrade one sleeping rooms to one-bedroom suites for the head coach (or designee) at the team rate.
4. Complimentary meeting space to accommodate 50 people per team.

**NCAA Headquarters Hotel.** 35 rooms, at a special rate (includes eight rooms for the officials).

1. May be a combination of kings and doubles (media can be all doubles).
2. Two of these rooms should be upgraded to suites. These suites will be assigned by the NCAA staff.
3. All meeting space should be provided on a complimentary basis (regardless of meeting site).
4. The NCAA will control these 35 rooms. No reservations shall be made within this room block without the approval of the NCAA.
5. All hospitality suites must provide Coca-Cola products, or those of the NCAA corporate partner at the time of the championship.
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 V: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, per diem and game fee for all game officials.
3. Transportation and per diem for the NCAA women's lacrosse committee.
4. Awards for the participating teams.
5. Official souvenir program and merchandise.
6. Credentials.
7. Mementos to the official traveling parties of the participating teams.
8. Volunteer apparel.
9. Promotional assistance, including NCAA signage.
10. Lacrosse balls and goals (provided by STX).
11. Hydration product.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Optimal field dimensions are 65 yards in width and 120 yards in total length, with goals 100 yards apart and 10 yards of space behind each goal line. (Note: optimal field specifications listed are mandatory).
3. Key personnel – all workers and all other volunteers.
4. Public relations/media coordination.
5. First aid/medical services/AED on-site/ambulance on-site.
6. Championships hospitality.
7. Food/beverage concessions.
8. Public address system and video board staff.

9. Support personnel – ushers, ticket takers, ticket sellers, media runners, etc.

10. Hospitality for media, committee, staff, volunteers (NCAA provides funding).


12. Media room (fully equipped).

13. Media seating/work area with constant refreshments.

14. Tickets.

15. All computers, printers, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championship, and as may be required by the NCAA.

16. Appropriate directional signage within and outside the venue.

17. Head table personnel (e.g., public address announcer, official scorer, coordinators for substitutions and penalties, timer, shot clock operator, etc.)

18. Athletic training staff.

19. Lodging (room and tax) for game officials and NCAA Committee (NCAA provides funding).

20. Other items as later requested by the NCAA.

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1. **Marketing Plans.** Upon bidding 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, [www.ncaachampspromotion.com](http://www.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 the following 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, television commercials, video boards). All spots will be made available for download via the online marketing website [www.ncaachampspromotion.com](http://www.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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- [ ] YES  - [ ] NO  - [ ] NO with Exception

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SECTION VII: ANCILLARY EVENTS

Student-Athlete Banquet: The host site will be responsible for providing banquet space and volunteer staff for a formal function for all participating student-athletes, coaches and support staff. The host should recommend space that is conveniently located near the competition venue, the team hotels or in a unique location that would provide a memorable student-athlete experience. The event will take place Thursday evening and a meal must be provided. Total attendance at this event is projected to be 250, however this number is subject to change if combined with the DIII women’s lacrosse championship or the Division I men’s championship.

Autograph Sessions: The host site will provide space within the venue for 32 student-athletes per team (table, chairs, student-athlete water, pipe and drape and/or stanchions at no cost to the NCAA) after each semifinal game on Friday night.

Fan Festival: The host site will be responsible for providing space and volunteer staff to support an interactive fan festival, if requested by the NCAA. The space chosen should be conveniently located to the stadium. The fan festival should be fully operational for the duration of competition. The fan festival will provide fans the opportunity to participate in interactive games, eat, relax and enjoy a fun, family-oriented atmosphere when they are not viewing athletic competition.

Youth Clinic: The host site may be responsible for providing space for and promoting local youth participation in a lacrosse clinic for students up to eighth grade put on by an equipment supplier. Minimal volunteer support staff may be necessary.

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## WEDNESDAY

**Noon**
- NCAA staff and committee arrives

**3 p.m.**
- NCAA and committee walkthrough of facility
- Team arrivals

## THURSDAY

- 9:30 a.m. – 4 p.m. **Practices**
- 6:30 p.m. **Championship Banquet**
- 8 p.m. **Administrative meeting**

## FRIDAY

- 10 a.m. – 2 p.m. **Practices**
- 3 p.m. **Committee and Officials meeting**
- 5 p.m. **Semifinal #1 (live on ESPN3)**
- 7:30 p.m. **Semifinal #2 (live on ESPN3)**

## SATURDAY

- 12:30 – 1:45 p.m. **Practice – Winner of semifinal #1**
- 2 – 3:15 p.m. **Practice – Winner of semifinal #2**

## SUNDAY

- 7-8:45 a.m. **Practices**
- 12 p.m. **Championship game (live ESPNU)**
SECTION IX: TRANSPORTATION

Local transportation for the participating teams shall be the responsibility of the participating institutions.

SECTION X: VOLUNTEER NEEDS

Approximately 60 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media, fan festival, autograph sessions, gate give-a-ways and merchandise/program sales.

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Memorandum

To:
From:
Date:
Re: TV Compound Facility Power Verification

I confirm that __________________ located at __________________

☐ Does have the power requirements listed below as stated in the NCAA Broadcast Manual and Policies to provide electricity to the television trucks.

Power requirements (TV compound). Three dedicated services of power (all three phase and 208 volts) for mobile A-unit (400 Amps), B-unit (200 Amps) and satellite uplink truck (100 Amps) shall be available for all NCAA championships live telecasts. An area for parking the mobile unit will be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two TV production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in close proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install up to three production work trailers. Each trailer requires 220 volt, single phase and 100 amps per leg. If a facility meets all the requirements to host an NCAA championship, but does not have television adequate power, the host site may agree to provide necessary power by means of generators at the expense of the venue, LOC or host school.

☐ Does not have the power requirements to provide electricity to the television trucks.

Additional Comments: