

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS





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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 – ATTENDANCE HISTORY

YEAR	HOST OR SITE	TOTAL ATTENDANCE
2009	Hofstra University	11,259
	Naval Academy	10,954
2010	Princeton University	7,995
	Stony Brook University	8,868
2011	Foxboro, Mass. (Gillette Stadium)	14,122
	Hofstra University	13,447
2012	Naval Academy	12,034
	Drexel University (PPL Park)	10,705
2013	University of Maryland	4,082
	University of Notre Dame (Lucas Oil Stadium)	7,631
2014	Hofstra University	13,132
	University of Delaware	7,208
2015	University of Denver	12,998
	U.S. Naval Academy	10,508
2016	Brown University	11,269
	Ohio State	4,998
2017	University of Delaware	9,711
	Hofstra University	9,513
2018	Naval Academy	12,648
	Hofstra University	6,475
2019	Hofstra University	7,990
	Fairfield University (Pratt & Whitney Stadium)	8,601



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
DI Preliminary Round (2):	Wednesday prior to first rounds
DI First Rounds (8):	Saturday and Sunday prior to quarterfinals
DI Quarterfinals (2)	Saturday and Sunday prior to semifinals
DI Semifinals/Final:	Saturday and Monday of Memorial Day weekend

Competition Dates.
(Two sites with two games each.)

2023
 Saturday, May 20
 Sunday, May 21

2024
 Saturday, May 18
 Sunday, May 19

2025
 Saturday, May 17
 Sunday, May 18

2026
 Saturday, May 16
 Sunday, May 17



SECTION III: FACILITY REQUIREMENTS

A member institution or member conference of the NCAA must be designated as the host institution/conference for the Men's Lacrosse Championships. The administration of the championships is under the authority of the NCAA Division I Men's Lacrosse Committee, subject to final authority of the NCAA Division I Competition Oversight Committee. All activities and events associated with the Men's Lacrosse Championship are to be approved by the lacrosse committee.

GENERAL FACILITY SPECIFICATIONS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable city, state or Federal regulations concerning access and seating for people with disabilities.
2. The host and sponsoring agency agrees that the facility shall be available for the exclusive use of the NCAA starting at noon the Thursday prior to competition through Sunday for the purpose of preparing for, practicing for and conducting the quarterfinal games. During this 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 quarterfinal 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.
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 game field shall be arranged in accordance with the NCAA Men's Lacrosse Rules as far in advance as possible but not later than the Thursday prior to competition.
5. The facility must be modern, clean and accessible.
6. The facility must have a comprehensive security and evacuation plan in case of emergencies.
7. All seats in the facility shall be under the control of the NCAA for its exclusive use during the tournament.
8. The host institution will provide the NCAA with private use of a minimum of two corporate suites at the game facility prior to and during the competition, if suites exist. All suites must overlook the playing field and be as close as possible to midfield, if available, to be accessed solely by representatives of the NCAA, providing for private use by the NCAA as needed for business meetings prior to and during the competition.
9. At the discretion of the NCAA, practice sessions may be open to the public free of charge. Programs, merchandise and concessions may be sold in accordance with the terms hereof.



10. The facility must furnish the following locker room accommodations:
 - a. A minimum of four spacious locker rooms, with shower and toilet facilities, must be 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.
11. 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 room.
 - b. Press box media space for 50.
 - c. Media work room for 50 with appropriate lighting, heat, air conditioning and toilet facilities. In addition, monitors shall be available to carry the television broadcast and postgame interviews.
 - d. Photographer space on the field opposite benches outside the six-yard restraining lines from the sideline.
 - e. Interview area for 50 with dais, podium and audio equipment. In addition, television platforms should be available in the rear of the room.
 - f. A video distribution area adjacent to the interview area.
 - g. One area of private office space, with telephone (one line) and Internet access (three lines), for use by the NCAA staff, committee or designated site representative.
 - h. A results control area containing two photocopy machines with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 60 per minute. The facility shall be responsible for the installation, service costs and paper for these machines during the championships. Each machine also shall include a collator and automatic stapler.
 - i. The facility shall provide Internet lines, including wireless, and as required by the NCAA at no charge.
 - j. The NCAA also requires an in-house communication system (cellular telephones or hand radios).
 - k. Two separate rooms for drug testing, each with a waiting area, toilet facilities and a minimum of 500-square feet of space.
 - l. An on-site meal area for 50 television production crew members.
12. 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.



13. The facility shall provide 50 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA. In addition, parking for television production vehicles -- a minimum of 250 linear feet for parking, immediately adjacent and accessible to the stadium, for two 60-foot trucks.
14. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations provided or otherwise approved by the NCAA.
15. 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. A minimum of 125 vertical foot candles of light evenly balanced over the entire playing area.
 - b. 110-volt electrical outlets in all working press areas, with the minimum requirement being one outlet for every telephone in the working press room and on press row (or two inputs for every two seats in both of these areas).
 - c. Three-phase to other areas designated by the NCAA including, but not limited to, the interview room, NCAA meeting room, NCAA suite and other special media areas.
 - d. Power, temporary or permanent, per the specifications of ESPN, for their production and production trucks.
16. The NCAA owns the exclusive rights to broadcast the games on television, radio, the Internet and any other form or medium now known or hereafter discovered, to record the games and broadcasts thereof 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.
17. The facility and host agree that all revenues derived from suites, including, but not limited to, revenues from tickets for suite admission and from the resale of suites, shall be added to, and form part of, the championships receipts hereunder, and that all users of the suites shall purchase tickets to access suites for attendance at all games played in the championships.
18. Due to the culture of men's lacrosse, the NCAA has established a re-entry policy. For days with multiple competitions only, all fans will be hand-stamped upon initial entry to the stadium. A hand-stamp and valid ticket will be required for re-entry in-between the two games. Alternate 'pass-out' options will be considered.
19. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available leading up to and throughout the championship, and is inclusive of any new inventory that may be added by the venue after this bid document is signed.



20. The competition venue, at its expense, shall provide video boards, LED boards, video camera equipment, green screens, lighting equipment (gobos, spotlights, lighting kits, etc.), audio equipment (to include wireless microphones, boom mics, IFB's, etc.), clear com/radio communications, closed captioning, etc. for NCAA use. The NCAA shall provide and control all content displayed on the boards. The competition venue, at its expense, shall provide a full in-venue production/control room staff for all NCAA load-in and event days (e.g., game days, open practice days, ancillary event days). In addition, the host shall provide access to and use of control room equipment & staff prior to the Division I, II and III Men's Lacrosse Championships for any pre-production needs. Any new technologies or additional staffing resources that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production.

COMMERCIAL IDENTIFICATION, SIGNAGE AND OFFICIAL MARKS

1. The NCAA will design the official Men's Lacrosse logo for the event. All entities involved in the championship shall use this logo and no other, as approved in advance by the NCAA.
2. All activities using the NCAA's name or registered marks (e.g., NCAA, National Collegiate Championship) must have the prior approval of the NCAA.
3. **The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic or nonalcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time an agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered by the facility at its expense, as designated by the NCAA.**

The NCAA requests that all other permanently affixed advertising, banners, signs or displays in the stadium proper shall be covered by the facility at its expense, as designated by the NCAA.

4. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the stadium during any session of the championships, without the prior approval of the NCAA.
5. No advertisements shall be displayed on the field level stadium walls prior to or during the conduct of the championships, without the prior approval of the NCAA.
6. No advertisements shall be displayed on the field prior to or during the conduct of the championships, without the prior approval of the NCAA.
7. No advertisements shall be displayed on the press tables prior to or during the conduct of the championships, without the prior approval of the NCAA.
8. The NCAA shall provide the facility with the appropriate stencils for the approved field markings.
9. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.



10. No newspapers, handbills, fliers, memorabilia or promotional announcements of any nature may be distributed or dispensed in or around the stadium and parking lots, nor may any messages be displayed on an electronic message board or scoreboard at any time without the prior approval of the NCAA.

BROADCASTING AND INTERNET

- Please see Section 2 (“Television Guidelines for Site Selection”) of the NCAA Broadcast Manual & Policies, located on the NCAA website at ncaa.com/broadcast.

BROADCASTING

1. **Announce Booth/Announce Position.** The primary television entity shall have first consideration and free access to choice of all available television booths or sideline table space and for the installation and operation of all microphones, television cameras and other equipment and facilities. The primary television entity shall also have the option of utilizing an alternate host position should one be available (i.e. lower box or lower camera well). There shall be a minimum of six seating spaces required for announce positions. The booth or sideline position will require 12 power outlets at 20 amps each.
2. **Camera Locations and Platforms.** Camera placement shall be determined at the site visit, in conjunction with the host institution and NCAA staff, to establish the need for any seat kills or camera platform construction. Construction of camera platforms and other venue alterations requested by the primary broadcast entity shall be done at the broadcast entity’s expense (for both predetermined and non-predetermined NCAA championship sites). Any existing camera platforms at the venue must meet Occupational Safety and Hazard Association (OSHA) standards. If not, the venue is responsible for ensuring OSHA compliance at the venue’s expense. Whenever possible, the primary camera platform should be placed so that the camera angle to the middle of the field does not exceed 21 degrees from horizontal.
3. **Lighting**
Venue must maintain sufficient NCAA lighting standards sufficient for a first-quality, high definition color telecast.

Best Lighting Practices: Lacrosse

This level of facility will provide standard intercollegiate play with regional requirements for television broadcasts. Following these recommended best practices will help ensure quality of light needed for safety of participants, enjoyment of spectators, and quality regional television broadcasts.

Regional Broadcast

Horizontal light levels: 75 foot candles

Horizontal uniformity: 2.0:1

Vertical light levels: 75 foot candles to center main side high camera

45 foot candles to end line camera

Vertical uniformity: 2.0:1 to main camera

Grid spacing: 30 ft. x 30 ft.



National Championship Final Site

Horizontal light levels: 125 foot candles

Horizontal uniformity: 1.5:1

Vertical light levels: 125 foot candles to center main side high camera

75 foot candles to end line camera

Vertical uniformity: 1.5:1 to main camera

2.5:1 to end line camera

Grid spacing: 30 ft. x 30 ft.

4. **Parking.** The venue will supply, at no cost to the primary television entity, sufficient parking for technical equipment and support units (e.g. mobile units, uplink trucks and trailers) and personnel. Space for the production trucks should be designated inside or directly adjacent to the facility and within 150 feet of power source. 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.
5. **Power and Lighting Fees.** NCAA championship venues, local organizing committees and/or the host committees shall not charge the NCAA or the broadcast entity any fees in regards to the use of the venue's existing power and/or lighting.
6. **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 within 150 feet of the production truck parking area. Up to three production trailers may also be used by primary television entity. Each trailer requires 220 volt, single phase and 100 amps per leg. Primary television entity shall have free access to facility shore power. 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.
7. **Technical Set Up.** The broadcast entity shall have the right to install, maintain and remove wires, cables and apparatus for the broadcast. The broadcast entity must cover or secure any exposed wires. In order to install and set up the necessary technical equipment for the broadcast(s), the television set-up crew must have access to the NCAA championship facilities where camera/audio cables are to run at least 48 hours prior to the start of the event. On occasion, the broadcast entity will require a set-up day prior to broadcast day with a partial crew to set up cameras, announce position, etc.
8. **Telephone Lines.** The broadcast entity must have access to order telephone service for the television compound. Broadcast entities must pay all charges with respect to telephone installation, local charges, long distance charges, disconnection fees and all applicable taxes. A minimum of five phone lines must be available for the television production truck.
9. **Union Situations.** The broadcast entity will comply with any local union policies. The union should work to keep costs at a fair and reasonable price for the broadcast entity. The broadcast entity will contact all union buildings prior to the event to receive updated rate cards and union policies. The venue personnel in charge



of union labor will provide a written estimate to the broadcast entity based on the services needed. The venue must also give an updated copy of the same estimate to the NCAA. All television union costs will be paid for by the broadcast entity. The NCAA will not pay for any television union costs.

FOOD AND BEVERAGE CONCESSIONS

1. The facility shall retain, operate and control all food and beverage concession rights subject to the provisions of this section, and otherwise in this document.
2. The facility or its concessionaire shall provide food and beverage in all refreshment areas, restaurants and suites at costs comparable to the most favorable price for other customers during other events in the stadium.
3. No food, beverages or merchandise of any nature may be vended or dispensed in the seating areas. Vendors may not remain in the seating areas from the pregame introduction of players until the beginning of each intermission and from the time a team returns to the field following each intermission until the end of the game.
4. All specialized beverage cups used during the championships by the stadium food concessionaire shall be purchased through an NCAA licensee.
5. Alcoholic beverages shall be permitted to be sold and dispensed for consumption in limited areas of the stadium complex. Those areas shall include Fan Fest, suites, and clubs. Alcohol shall not be permitted on the concourse or within the seating bowl.

MERCHANDISE SALES

The NCAA retains the sole right to sell event merchandise and equipment via its licensees during NCAA events. A commissionable rate will be paid to the group selling the items and/or the facility.

FINANCIAL ARRANGEMENTS

Guarantee – A minimum financial guarantee of \$10,000 is required to host the Men's Lacrosse Quarterfinal. After gross receipts are determined, the NCAA will receive the established guarantee, followed by the host/LOC receiving the budgeted expenses or actual expenses, whichever is less. Once both of those obligations have been met, if there are any remaining funds, the NCAA and the host/LOC will split those 80% for the NCAA and 20% for the host/LOC.

The following financial arrangements shall apply (please note that the arrangements differ for on-campus and off-campus facilities):

1. The host institution/conference shall submit a proposed budget and financial report form (or compendium, if applicable) to cover all expenses, subject to the approval of the NCAA (located on the NCAA website at <http://championships.ncaa.org>).
2. For on-campus facilities, this budget shall include the following:
 - a. Marketing (advertising, grassroots opportunities, printing, promotions);



- b. Tickets (printing, ticket sellers and ticket takers, clerical personnel, postage);
 - c. Equipment (telephone installation, public address system, temporary restrooms, supplies, copy machines, game equipment);
 - d. Facility expense (supplies, custodial labor, grounds and maintenance);
 - e. Personnel (public-address announcer, timers, scoreboard and control room operators, ushers, police and security, statisticians, official scorer, medical personnel, clerical personnel), and
 - f. Entertainment (press hospitality, meetings, luncheons and banquets, pregame, halftime and postgame participants' refreshments).
3. For off-campus facilities, this budget shall include the following:
- a. Marketing (advertising, grassroots opportunities, printing, promotions);
 - b. Tickets (printing and postage only);
 - c. Equipment (telephone installation, copy machines, , game equipment);
 - d. Games management personnel (public-address announcer, timers and scoreboard operators, statisticians, official scorer, medical personnel), and
 - e. The NCAA will negotiate a rental fee for all space and services specified herein, including all utilities. From its rental fee, the facility shall furnish and pay other operating personnel and services deemed necessary by the NCAA, including but not limited to the following that are under the sole direction and control of the facility and are not to be considered employees or agents of the NCAA:
 - (1) Ushers;
 - (2) Ticket sellers, ticket takers and clerical workers in connection with all ticket matters;
 - (3) Exit personnel;
 - (4) Special police and city police;
 - (5) Fire personnel;
 - (6) First-aid room;
 - (7) Maintenance and clean-up of the building and grounds, press areas, etc.
4. All seating locations shall be under the control of the NCAA. The NCAA shall determine the number and location of tickets that may be purchased by the host institution/conference, facility and local organizing



committee.

INSURANCE

The host is responsible for ensuring that primary comprehensive general public liability insurance coverage is in effect for the duration of the competition (including practice dates). This coverage must be for a minimum of \$1 million per occurrence for bodily injury and property damage, unless statutes of the state in which the host is located provide a lesser maximum recovery limit. It is the responsibility of the host to provide the national office with the appropriate insurance certificate before the first date of competition.

In the event the facility is destroyed or damaged to such an extent that the championships may not proceed therein at the time provided for herein, and said damage or destruction is caused by any instrumentality, other than act of God, other than the active fault of the NCAA and its agents, then the host shall exercise its best efforts to relocate the championships, with final authorization of any new location to be subject to NCAA approval, and shall pay all costs reasonably incurred by the NCAA, not to exceed \$10,000,000, in connection with such relocation.

LOCAL ORGANIZING COMMITTEE AND PERSONNEL

1. A LOC shall be formed in the host city to act as the local responsible party for fulfilling the LOC obligations and to provide to the NCAA certain services and assistance in connection with the various activities related to the Men's Lacrosse Championships. The host institution/conference must be a part of the leadership of the LOC.
2. The host institution shall appoint an individual to assume the position of chair of the LOC. This individual shall be the director of athletics of the host institution or the commissioner of the host conference (or his/her designee) and shall maintain ultimate responsibility for the local operation of the event. The Facility/Site Questionnaire and Facility Specifications Agreement from prospective hosts shall be authorized by the chair of the LOC. The chair of the LOC shall be responsible for appointing the following individuals:
 - a. Tournament Manager. A knowledgeable person with significant experience in tournament administration and game management. The function of the tournament manager is to ensure that the policies of the men's lacrosse committee and NCAA are implemented and followed in the administration of the tournament. Specific responsibilities may include direction and supervision of facility arrangements, ticket sales, development of participant information, security, lodging, transportation, marketing, financial administration and adherence to policies outlined in the NCAA Tournament Manual.

The tournament manager also will provide the NCAA a post-championships report, which should include the following:

- (1) A compilation of all mailings sent and forms used in the preparation and conduct of the event;
- (2) A compilation of vital statistics and data, such as the number of tickets sold, attendance figures, number of copies of various forms used for the championships, etc.;
- (3) An outline of the local operating structure that assisted with the local organization;
- (4) A calendar reflecting the host's planning schedule, and



- (5) Suggestions for future conduct of the Men's Lacrosse Championships.
- b. Facility Liaison. A knowledgeable person, preferably a member of the facility staff. Specific responsibilities may include assisting the NCAA with direction and supervision of facility arrangements, tickets, security and assistance in development of participant information.
 - c. Host Media Coordinator. Preferably the sports information director of the host institution/conference. This individual shall work with the NCAA media coordinator to ensure that the men's lacrosse committee's policies regarding media are observed. Specific responsibilities, under the direction of the NCAA staff media coordinator, may include credentialing, planning and supervision of media work areas, coordination of all media conferences, lodging and transportation, statistical services, communications, hospitality, and entertainment. The media coordinator shall assist the tournament manager with compilation of the post-championships report.
 - d. The chair of the LOC shall ensure that individuals are assigned responsibility for the following components of the championships: promotions and marketing; drug-testing coordination (if applicable); youth events administration (if applicable); ticket manager; hospitality coordination, game presentation and transportation coordination.
 - e. The LOC shall be responsible, at its expense, for the recruitment, training and coordination of all volunteers.
 - f. The NCAA will permit the LOC to solicit contributions for its functions from local, regional or national companies after the NCAA has reviewed specific guidelines for the program and approved a list of potential contributors. The LOC shall submit its specific guidelines for the program and its list of potential contributors to the NCAA for its review and approval not later than one year prior to the championships. Among benefits the LOC may provide to contributors are championships mementos, invitations to selected tournament functions and signage at selected off-site functions.

NCAA CORPORATE PARTNERS

- The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA corporate sponsors.

All proposed commercial involvement or sponsorship must receive the prior approval of the NCAA.

NCAA Corporate Champions and Corporate Partners Marketing Program. The NCAA's Corporate

- a. Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with Turner and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.



The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA Corporate Champions or Corporate Partners. All proposed commercial involvement must receive prior approval of the NCAA.

NCAA Corporate Champions and Corporate Partners (CCPs) are dedicated to emphasizing the role of athletics in higher education, support all 90 NCAA Championships and are granted a wide variety of benefits, including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link: [NCAA Corporate Champions & Partners](#)

- b. **Local LOC Contributor Program.** Currently, local non-CCP corporate entities are not permitted to utilize the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

Local contributors may only be referred to as "local contributors of the LOC." Local contributors may not use the word "official", "official sponsor of", or "corporate champion/partner" in any manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, with the exception

of small signage in private hospitality locations; in the souvenir (print or digital) game program, and or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relationships staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff.

SOUVENIR PROGRAM

- The NCAA, or its designee, shall have the exclusive right to publish and distribute the game programs at the stadium during the term of the championships. The facility shall sell the programs delivered to it by the NCAA or its designee at all public entrances and on each tournament day. The NCAA's designee shall make settlement with vendor for receipts of program sales less the sales commission (20 percent) after sales taxes. The NCAA's designee shall furnish the NCAA with a complete record of sales billed, amount collected, and amount of, and manner of computing commissions.



SECTION IV: LODGING SPECIFICATIONS

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

Saturday hosting.

Day/Date	Thurs	Fri	Sat	Sun
Headquarters	2	5	0	0
DI Team #1	41*	41*	0	0
DI Team #2	41*	41*	0	0
DI Team #3	41*	41*	0	0



DI Team #4	41*	41*	0	0
Officials	0	6	0	0
Total	166	175	0	0

*One suite per team otherwise double.

Sunday hosting.

Day/Date	Thurs	Fri	Sat	Sun
Headquarters	2	5	0	0
DI Team #1	41*	41*	0	0
DI Team #2	41*	41*	0	0
DI Team #3	41*	41*	0	0
DI Team #4	41*	41*	0	0
Officials	0	6	0	0
Total	166	175	0	0

*One suite per team otherwise double.

Note: Teams may arrive earlier or stay later than what is noted above so consideration and best efforts should be made to aid in the accommodations.

SECTION V: MEETING/BANQUET SPACE NEEDS

During the event, the host city shall provide, free of charge, a space for each competing team to conduct team meetings and have meals, as well as meeting space for use as defined by the NCAA.

SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Lodging (room and tax) and stipend for the assignors and rules secretary.
4. Transportation, lodging (room and tax) and per diem for the NCAA Men's Lacrosse Committee.
5. Awards for the participating teams.



6. Branding assistance, including NCAA signage.
7. Official souvenir program and merchandise.
8. Credentials.
9. Funding for the host for signage and decor.
10. Funding for promotional and marketing efforts.
11. Volunteer apparel.
12. Lacrosse balls (provided by supplier).
13. On-field DASANI product.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Key personnel – all table workers and all other volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped).
11. Media seating/work area with refreshments.
12. Tickets.
13. All computers, printers, video equipment, photocopy machines, telephone lines, internet lines, etc. necessary to administer the championships, and as may be required by the NCAA.



14. Appropriate directional signage within and outside the venue.
15. Head table personnel (e.g., public address announcers, official scorer, etc.).
16. Athletic training staff.
17. Other items as later requested by the NCAA.

SECTION VII: SCHEDULE OF EVENTS

Saturday Games

THURSDAY

- NCAA committee and staff arrive
- Meeting with hotel staffs
- Meeting with NCAA/LOC/stadium
- Walkthrough of venue(s)

FRIDAY

- Practice for teams
- Administrative meeting
- Media opportunities

SATURDAY

- Games

Sunday Games

FRIDAY

- NCAA committee and staff arrive
- Meeting with hotel staffs
- Meeting with NCAA/LOC/stadium
- Walkthrough of venue(s)

SATURDAY

- Practice for teams
- Administrative meeting
- Media opportunities

SUNDAY

- Games



SECTION VIII: TICKET BLOCKS

Entity	Quantity
NCAA	50
Teams	250 per team