



**NCAA® DIVISION I WOMEN'S
BASKETBALL CHAMPIONSHIP**

**2023, 2024, 2025 & 2026
REGIONAL ROUND
SPORT-SPECIFIC
BID SPECIFICATIONS**



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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 1: 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 Division I Women's Basketball Championship is under the authority of the Division I Women's Basketball Committee (“committee”) subject to final authority of the Division I Women's Basketball Oversight Committee. All activities and events associated with the championship are to be approved by the committee.

[LINK: Division I Women's Basketball Committee Roster](#)

[LINK: Division I Women's Basketball Oversight Committee Roster](#)

The NCAA has the ability to make adjustments to hosting requirements and dates even after sites have been selected through this bid process. If such adjustments occur, the NCAA will notify the host immediately and determine a strategic plan to implement any change.

NCAA WOMEN'S BASKETBALL STRATEGIC PLAN

Prospective bid committees are encouraged to familiarize themselves with the 2019-2024 NCAA Women's Basketball Strategic Plan (www.ncaa.org/WBBStrategicPlan). The shared vision and corresponding strategies are designed to:

Unify and grow the women's basketball community; empower student-athletes to achieve their full potential; celebrate and elevate the game; and create an inspiring experience for all involved.

We're building on our plan in the following goal areas:

- Leadership
- Transformational Student-Athlete Experience
- Quality Competition
- Memorable Championships
- Building Affinity

The NCAA Women's Basketball Strategic Plan will elevate our game and our community with these goal areas as our guideposts. We are intentional about the steps we are taking to achieve our goals. We have set a course that will benefit those who play the game – and those who oversee it – in all three divisions for years to come.

NEW REGIONAL FORMAT

Effective for the 2023 championship and beyond, the regional rounds of the Division I Women's Basketball Championship will be held at two sites with eight teams competing at each site. This adjustment to the regional format will:

- Elevate and enhance the student-athlete experience.
- Create opportunity for fan engagement, growth of the sport and the championship through an increased focus on developing annually two regional markets.
- Support building the brand of women's basketball within the host cities.
- Provide opportunities to expand established community programming and create new programming targeting strategic plan initiatives (for example, coach and officiating pipelines, student-athlete career development and health and well-being).
- Enhanced broadcast coverage of the championship.

SECTION 2: COMPETITION VENUE SPECIFICATIONS

1. **Availability.**

- a. Dates of competition are:

2023

March 24, 25, 26 and 27, 2023

2024

March 29, 30, 31 and April 1, 2024

2025

March 28, 29, 30 and 31, 2025

2026

March 27, 28, 29 and 30, 2026

Specific preliminary round dates are subject to change. In the event of a date change, host institutions/conferences and competition venues shall make best efforts to accommodate the adjustments under all bid terms, however; the NCAA reserves the right to adjust the hosting assignment in the event that reasonable accommodations cannot be made.

- b. The Division I women's basketball committee encourages host institutions/conferences and facilities to consider a multi-year bid during this bid cycle.
- c. The competition venue shall be reserved for the exclusive use of the NCAA no later than 9 a.m. the day prior to the first practice day until four hours after the regional final game. No other activities unrelated to the championship may take place at the competition site during this time.

The competition venue shall be fully set and prepared for the women's basketball championship by 3 p.m. the day prior to the first practice day. Upon notification from the host media coordinator, the venue may breakdown the courtside media area, media workroom and media interview room following the championship.

If the host institution's team is participating at the site, it may not conduct practice after 9 a.m. the day prior to the first practice in the competition venue. Participating teams may not conduct practice at the competition site prior to the scheduled practice session.

No activities, unrelated to the championship, may take place at the competition site from 9 a.m. the day prior to the first practice day until four hours after the regional final game.

- d. The venue will begin credential lockdown on the first practice day and remain in lockdown until four hours after the end of the last game (regional final).

- e. The NCAA shall have exclusive right to use all spaces in the competition venue and surrounding area/facilities, including but not limited to meeting rooms, hospitality areas, merchandise locations, private clubs and restaurants in the competition venue during the period noted above. The competition venue shall provide all such space at no cost to the NCAA or its designees.
- f. The city, state or governing jurisdiction at the site of the competition venue shall have an ordinance prohibiting unauthorized ticket reselling unrelated to the NCAA in the competition venue and on its property. Further, preference will be given to cities where unauthorized ticket resale is illegal. Hosts shall be required to specifically demonstrate and commit to enforcement of any and all applicable ordinances.
- g. The NCAA will consider the ability of a site to provide a quality experience for the participants and fans and to conduct the championship and its accompanying events safely. In determining whether a proposed site can provide a quality experience, the NCAA will consider the site's ability to assure the benefits inherent in championship competition will be provided fairly to all participants and its ability to promote an atmosphere of respect for and sensitivity to the dignity of every person. The NCAA's focus will be on a quality championship experience for all involved.
- h. Unless otherwise approved by the NCAA, during the NCAA basketball season in which a tournament session is assigned, a competition venue must host a minimum of one college or professional basketball game. The game may be a men's or women's game and may involve non-hosting institution/conference teams. The game must take place prior to February 1 of the year of the applicable championship.
- i. The competition venue agrees it shall not enter into any agreement or understanding which would permit any corporation or other third party to be entitled, during the period of time the competition venue and surrounding area is to be reserved for the NCAA, to any unauthorized commercial activity including but not limited to the provision of hospitality or entertainment, ticket sales/services, sampling, merchandise sales, providing product or equipment, or temporary signage or display privileges in the competition venue and surrounding area (e.g., parking lots, frontage property and any other adjacent areas the competition venue may make available to the NCAA), nor shall the competition venue limit or prohibit the ability of the NCAA or its designees (in the event such an activity has been approved by the NCAA) to offer or engage in such activity.
- j. The competition venue shall furnish the premises set up for college basketball provided the NCAA or its designees shall have the right to provide any and all items necessary for practice, competition and all related events, including but not limited to, the equipment noted in Item No. 6-b.
- k. The competition venue, at no cost to the NCAA or designee, and surrounding areas/facilities must provide the use of the competition venue and auxiliary spaces cleaned, lighted, heated or air-conditioned in a manner acceptable to the NCAA or its designees, including but not limited to all existing scoreboards, video boards, in-house cameras, video control room equipment, sound system,

in-house television/radio/Internet/wired, wireless network/telephone system and public address systems, camera positions and cabling and inclusive of all needs to meet broadcast standards appropriate at the time of competition. Use of all such systems shall be under the sole control of the NCAA or its designees at no cost to the NCAA or its designees. The competition venue must provide lighting for television broadcasts, at no cost to the NCAA or broadcast partner, in accordance with the NCAA championship best lighting practices that are in effect at the time of competition. (See "General Bid Specifications" for current lighting specifications).

- l. After being awarded, the competition venue and surrounding areas/facilities that are to be used shall not be materially modified in a way that would reduce overall space or individual spaces available to the NCAA or to the general public in the aisles, entranceways and hallways without the NCAA's prior consent.
- m. Eight months prior to hosting the championship, the competition venue and surrounding areas/facilities are responsible for developing and submitting a comprehensive safety and security plan to the NCAA, including a drone policy at the venue and surrounding area.
- n. The NCAA shall print and distribute the specified credentials and will assist in the management of all credentials at each host site.
- o. At a minimum, the competition venue must provide recycling containers for plastic, paper and aluminum in back-of-house locations (e.g. media dining area, media work area, locker rooms, hallways and hospitality spaces).

- 2. **Assignment of Teams.** A team may not be assigned to play in any arena in which it has played more than three regular season games, not including conference postseason tournaments. (*Reference: Division I Women's Basketball Selection, Seeding and Bracketing Policies and Procedures*)

- 3. **Seating/Tickets.**

The host institution/conference agrees to use the competition venue's primary ticket vendor's existing contract, with the following stipulations: (a) the host ticketing vendor shall provide the NCAA ticketing staff access to real time reporting; (b) the host ticketing vendor will ensure all NCAA branding is placed on all sales channels; (c) customer data must be shared with the NCAA at agreed upon times; (d) convention/ticket fees must be listed with each ticket price point.

Prices. The following ticket prices are applicable for the 2023, 2024, 2025 and 2026 regional round competition. Proposed prices must be submitted to the NCAA on the host's proposed budget and may not be changed unless approved in advance by the NCAA. Upon review, the NCAA will work with each site to finalize the prices based on the market value of past events in that region/arena, as well as a tiering structure that

works for that arena. **Please note: Tickets may not be sold until prices have been finalized/approved by the NCAA.**

Hosts can submit proposals for ticket packages (e.g. group tickets, family plan, ticket and food package) to the NCAA for approval.

REGIONALS:

All Session	Maximum	Minimum
Adult	\$80	\$45
Student-Youth	\$60	\$25
Single Session		
Adult	\$40	\$25
Student-Youth	\$30	\$10

4. **Playing Floor.**

- a. The host and competition venue must agree to allow the NCAA and its designated vendor the option to provide a playing floor at regionals and provide assistance in the installation and breakdown of the playing floor. The NCAA shall coordinate, in conjunction with the competition venue and designated vendor, the construction and installation of the playing floor. The regional court design typically includes the host institution/conference logo, the name of the host city and the facility name in varying locations on both the playing surface and court apron.

The cost of any alterations to the competition venue or the court provided by the NCAA shall be the responsibility of the competition venue or host. The typical court provided by the NCAA will be 60 feet wide by 116 feet long.

- b. The playing floor may be installed over an ice surface, provided the competition venue demonstrates a significant history of safe competition in such circumstances (e.g., college or professional basketball games played on the floor over the ice surface several times per month between November and March) and must be approved in advance.
- c. The NCAA shall have sole discretion regarding the approval of size and placement of the competition venue's name, host name(s)/logo(s), designs and plans.
- d. No professional or commercial insignia or terms may appear in the arena bowl, and must be covered at the venue's expense.

5. **Equipment.**

The competition venue shall provide standard basketball playing equipment as detailed in Rule No. 1 of the NCAA Basketball Rules and Interpretations, including but not limited to state-of-the-art scoreboards, public-address system, backboards, standards and rims.

The NCAA shall arrange for a vendor to assist the venue staff with the installation of the goal standards into the provided playing floor. The NCAA's assigned vendor, at NCAA expense, shall also conduct the rim-testing prior to competition. Should this service not be provided by the NCAA, the venue, at its expense, shall test the rims in advance of all competition to ensure the rebound elasticity falls within the recommended range, as noted in the NCAA Men's and Women's Basketball Rules and Interpretations.

At its expense, the competition venue shall provide the following unless notified otherwise by the NCAA. In some cases, the competition venue shall be asked to secure these items from an NCAA-designated vendor/supplier, at the competition venue's cost. All are subject to the approval of the NCAA and must comply with NCAA rules as of the year of the championship being conducted at the site:

- a. Backboards, meeting NCAA specifications; additionally, one spare complete backboard/rim/support apparatus and additional spare backboards/rims, all of the same size and style as the regular apparatus, assembled and ready to install, if needed;
- b. LED indicator light strips must be located behind the glass, trimming each backboard, fully synchronized with the competition venue's timing system;
- c. "Breakaway" rims that are tested in advance of practices and competition;
- d. Minimum of tenths-of-second display on game clocks;
- e. Minimum of three-sided shot clocks/game clocks above each basket, or located on the arm of the goal stanchion;
- f. Separate "on-off" switches for shot clocks and game clocks;
- g. Consideration will be given to those competition venues with center-hung scoreboards displaying the score, time remaining, team fouls and timeouts remaining;
- h. Matrix boards displaying the score, time remaining and player- and team-foul information;
- i. A backup table console for scoreboards and shot clocks;
- j. An electronic backup shot clock system as well as a manual system;
- k. In addition to any other scoreboards, a minimum of one elevated scoreboard at each end of the court;

- l. Scoreboards capable of interfacing with the NCAA's broadcast partners and statistical service to allow data to be shown live;
 - m. Tables, chairs, topping and skirting for courtside, and all work and meeting areas as designated by the NCAA. The topping and skirting for courtside tables must be BLACK, unless an alternate color is approved in advance by the NCAA. The topping for the table on the dais in the media interview room must be WHITE and the skirting for this table must be BLACK, unless alternate colors are approved in advance by the NCAA;
 - n. BLACK Pipe-and-drape and carpet to decorate and delineate areas as designated by the NCAA in its operations manual, unless alternate colors are approved in advance by the NCAA;
 - o. Platforms for the media interview room and media workroom as designated by the NCAA;
 - p. The competition venue shall agree to allow the NCAA and its designated vendor to provide bench chairs at all rounds of the championship. The NCAA will coordinate, in conjunction with the competition venue and designated vendor, the logistical details relative to the delivery and return of the bench chairs;
 - q. The competition venue shall have a video board capable of displaying score, time remaining, fouls, numbers of timeouts, etc., in-house cameras, and a working control room to operate the video board. The competition venue shall be required to provide full operations, including staffing, to operate the control room and editing equipment at no cost to the NCAA or its designees, and to operate cameras, video boards and the control room during competition days. The NCAA shall have the sole right to all content of internal and external video boards and messaging systems.
 - r. The competition venue will provide at minimum four (4) clear-com devices for communication between the producer, PA announcer, floor producer and band/cheer.
 - s. The competition venue will provide, or cause to be provided, closed captioning of all PA announcer related audio and programming on the in-house ribbon boards or video boards, at no cost to the NCAA, if such capability currently exists within the competition venue for other events; and
 - t. Any new technologies the competition venue possesses or are deemed appropriate by the NCAA that are not listed in the aforementioned production requirements shall also be incorporated into the in-venue production at no additional cost to the NCAA.
6. **Competition Venue Space.** At its expense, the competition venue shall provide the following, all subject to the approval of the NCAA:

- a. Four locker rooms, with dedicated shower and toilet facilities, for the participating teams. The competition venue shall supply the locker rooms with game clocks, unbranded towels, soap, a large dry erase board (i.e., minimum size of 8' x 10') and markers and a television capable of receiving the game feed.
- b. Four dressing rooms, of comparable size and quality, shall be designated for participating teams' coaching staff. Ideally, coaches rooms will be contained within each team's locker room, but accommodations may be made by designating a separate room outside of, but in close proximity to, each team's locker room entrance.
- c. Two locker rooms, each with a shower, to accommodate game officials. Each locker room shall have a game clock or in-house game video feed system installed.
- d. The competition venue must secure one ambulance, and corresponding certified medical personnel, to serve tournament participants for all games. Costs associated with the ambulance and the medical personnel are a reimbursable expense, but must be approved in advance by the NCAA. The competition venue also must provide certified medical personnel and a first aid room (normally located on the main concourse) on game days to serve the general public. The costs associated with providing this normal first aid service for the public (which is generally in operation at all events in the building) is not a reimbursable expense, although if the ambulance noted above is needed for the general public, it may be used for that purpose.

Additionally, an athletic training room shall be provided. Unless provided by the NCAA, supplies and refreshments for the training room shall be provided by the host institution/conference or competition venue under the supervision of and at the expense of the NCAA;

- e. Two separate facilities for drug testing, each with a waiting area, toilet facilities;
- f. A space at least 300 square feet, carpeted and free of furniture or other obstructions for cheerleader warm-up and storage;
- g. Four band seating areas with 31 individual chairs in the baseline areas, on the floor in two rows and should be large enough to accommodate the band's drum set.
- h. One NCAA committee office appropriately furnished with soft furniture, tables, chairs and game clock or in-house game video feed system installed;
- i. One host institution/conference office furnished with tables and chairs, and appropriate space for storing game equipment;
- j. Media seating for a minimum of 125 individuals. Location of the media seating section(s) to be determined in conjunction with the NCAA. Competition venue is responsible for all costs associated with the build of the media seating section(s);

- k. An upper video photography area with space for five cameras for the NCAA's media designees and the participating institutions;
- l. A media workroom to accommodate a minimum of 100 individuals seated schoolroom style;
- m. An interview room for 75 individuals seated theater style. The competition venue shall provide "working" lighting in the room and staging for a dais and camera platform. The competition venue shall provide staging for an 8-ft. by 24-ft. dais that must be a minimum of 2-ft. high. All riser sections must be securely clamped together. One set of steps with handrails should be installed at the end or side of the dais closest to the holding area. Safety rails, at least 4 ft. high, must be installed on the rear and sides of the dais.
- n. The competition venue shall provide space and access for equipment and personnel provided by the NCAA or its designees with hard-wired and wireless connectivity;

NCAA Contractor will construct a television-quality lighting system, featuring front and back lighting for the dais. The system will either be suspended from above or erected on ground-based stands. In the case of backlighting, there must be enough distance between the dais backdrop and the wall for backlighting. Additionally, the competition venue may need to provide a platform to raise backlighting above elevated backdrops.

- o. A video distribution area adjacent to the interview area with hard-wired connectivity;
- p. A holding area for student-athletes and coaches adjacent to the interview area;
- q. A media buffet area for a minimum of 150 individuals;
- r. A separate buffet area for the broadcast partner, to accommodate 50 individuals;
- s. A photography work area near the media workroom, with phone and hard-wired internet connectivity;
- t. A duplication area with sufficient electrical power for the operation of duplication equipment. Two photocopy machines with capabilities for reproducing statistics and other materials with a minimum per-copy speed of 60 per minute;
- u. Fifty (50) complimentary parking spaces in prime locations, all to be distributed by the host according to NCAA policies. **RENTAL, MAINTENANCE AND SECURITY OF PARKING LOTS ARE NOT REIMBURSABLE EXPENSES.**
- v. Complimentary space for four (4) team busses and four (4) band/cheer busses in the loading dock area or location adjacent to the venue.

- w. A minimum of 250 linear feet of parking space immediately adjacent and accessible to the competition venue floor to accommodate broadcast truck parking for the NCAA's media designees. There shall be a minimum of two 60-foot semis and two satellite uplink trucks;
- x. An area outside the competition venue for parking local television affiliates' satellite units with unrestricted access to the southern sky; current need is 2 to 3 uplink trucks. The competition venue shall provide power and security in this area and shall charge a fee per vehicle for the entire event at an amount to be approved by the NCAA. The competition venue may retain the fee to offset its expenses for parking, electricity and security. Agencies that have purchased media broadcast rights, as designated by the NCAA, shall be exempt;
- y. A large meeting room for the Division I Women's Basketball Committee to conduct the administrative meeting sized to accommodate 30 people in a hollow square;
- z. Storage and staging areas for merchandise inventory and sales;

7. Products.

- a. 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.
- b. The NCAA and its designated representatives shall have the right to provide any and all items associated with the practices, competition and related events including, but not limited to, backboards, rims, nets, goal standards, a playing floor, bench chairs, basketballs, cups, water bottles, ice chests, water coolers, ladders, telecommunications equipment, ticketing services, mops, credit card systems, other equipment and/or signage on or adjacent to the court. If furnished by the NCAA, those items will be provided at the NCAA's expense.

8. **Electrical.** The competition venue shall provide, at no cost to the NCAA or broadcast partner(s), sufficient electric power to produce the event, including but not limited to a sufficient number of power outlets will be required in broadcast booths, in media locations and in identified media or other work areas for the operation of any aspect of the event, including but not limited to the transmission of media (e.g., television, radio, Internet, mobile broadcasts, etc.) and operation of transmission equipment and computer terminals used by the media. In this connection, there shall be available:

- a. 110-volt electrical outlets in all media work areas, to be placed on the table tops, with the minimum requirement being one outlet for every two seats in the media workroom, all courtside tables and all other designated media areas;
- b. Power requirements for television production (not including any other necessary power service inside the competition venue). The host shall provide access to sufficient electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Power requirements are as follows:
 - Service size - 200 kVA, 208 volt, three phase, three wire – no-load voltage at shore power service disconnects to be 220 volts;
 - 1 – 400 amp solid state circuit breaker service disconnect (can provide 2-200 amp in lieu of the 1-400 amp);
 - 2 – 200 amp solid state circuit breaker service disconnect;
 - 2 – 100 amp solid state circuit breaker service disconnects;
 - 2 – 120 volt, 20 amp duplex outlets each fed from a dedicated 20 amp single pole breaker;
 - If a generator is required, it shall be a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down; and
 - 1 – 3 phase, 150 amps for the television announce position.

See the “General Bid Specifications” for other guidelines pertaining to Broadcasting, Media and Internet.

- c. Power as stipulated by the NCAA for the satellite compound outside the competition venue; and
- d. Three-phase to other areas designated by the NCAA including, but not limited to the interview room and other designated media areas.

If additional temporary power, generator or additional lighting is needed to meet these requirements, the competition venue or host, AT ITS OWN EXPENSE, shall secure the additional power and/or lighting through an NCAA-approved vendor. The host venue and/or broadcast partner must notify the NCAA prior to securing the additional needs.

9. Telecommunications, Hard-Wired and Wireless Internet and Video.

- a. Telecommunications/Data Services. The installation and provision of telephone lines and instruments, data services, equipment and telecommunications support will be provided by the competition venue.

The competition venue will install a high-speed wired internet connection at the stats crew courtside seats and a standard business line and instrument for reporting scores at a designated courtside seat.

At their expense, media, including print and originating radio networks, shall contact the host media coordinator to order individual telephone and wired high-speed data services. Additional services can be installed at the media representative's courtside seat, at their expense. Payment for all services ordered by the media should be coordinated through the host institution/conference or designee.

Hosts should determine whether there is ample bandwidth to accommodate photojournalists and television media on the wireless network. At their expense, photojournalists and television media may order high-speed wired internet service in the digital photo workroom and audio/video distribution area.

All phones should have local, toll-free and credit card access, should be capable of receiving phone calls and will be restricted from direct access to toll calling, 900 lines and incoming collect calls. Telephone lines, data services and equipment will be installed and operational by the day preceding the first practice day.

- b. Wireless Internet. The competition venue or host and surrounding areas/facilities shall provide at no cost to the NCAA a secured wireless network to support the NCAA, host institution staff, radio rights-holders, print media and others approved by the NCAA. Locations where wireless must be accessible include but are not limited to courtside, media seating areas, NCAA and host institution work areas, locker rooms, interview room, and media workroom. Technical specifications for the wireless network will vary per site depending on the configuration of the various locations and spatial limitations. The minimum technical specifications shall be as follows:
- (1) **External Access**. The competition venue or host must provide dedicated bandwidth to support a minimum of 200 wireless users in the print media workroom and at courtside or other areas. Minimum bandwidth requirements will be determined by the NCAA during its site visit to the competition venue.
 - (2) **Wireless Deployment**. The competition venue or host must provide a sufficient number of access points supporting IEEE 802.11b, 802.11g, and 802.11n technology. The wireless network must be configured to include no more than 25 users per access point. The wireless network shall provide the ability to maintain connectivity from the media workroom to the courtside seating areas.
 - (3) **Wireless Security and Management**. The wireless network must include hardware and software to support industry-standard security requirements that will provide encryption tools, a methodology to restrict user access and support real-time reporting of usage and bandwidth utilization.

The competition venue and surrounding areas/facilities that are to be used shall provide sufficient broadband capacity to support both the hard-wired and Wireless Network requirements, including but not limited to NCAA and host staff, photojournalists, videographers, and all print media. Minimum bandwidth requirements will be specified in writing and confirmed during NCAA site visits. Voice and data services technical support and any new technologies the competition venue possesses or are

deemed appropriate by the NCAA shall be provided at no charge to the NCAA and other designated users during the championship.

10. **Broadcast Rights.** The competition venue and surrounding areas/facilities that are to be used shall assign to the NCAA the exclusive rights to broadcast the games and related events on all media platforms or outlets, including television, radio, mobile, internet and all other forms of media now in existence and those to be developed in the future; to record the broadcasts for all uses of the NCAA's choosing; to transmit game and related event information via the internet or other means and to photograph the games by any means including but not limited to still, videotape or other cameras. The NCAA shall have the sole right and authority to designate usage of all radio broadcast, television and other media broadcast and floor-space press locations, tables and work areas.
11. **Game Programs.** The NCAA licensed game programs publisher is available to work with all host institutions/conferences should the host institution/conference desire to include official NCAA game day program advertising space in their local patron marketing packages. In addition, the licensed game programs publisher will seek an individual or marketing firm in the area to sell local advertising space in the official NCAA game day program. It is likely the licensed game program publisher will contact the host institution/conference seeking a reference or their advice for locating advertising sales assistance in the local market. See the "General Bid Specifications" for other guidelines pertaining to game programs.
12. **Vending.** The competition venue concessionaire may sell soft drinks in the souvenir drinking cups, but no commercial identification, including the concessionaire's logo, may be displayed on the souvenir cup unless specifically authorized by the NCAA. If the souvenir cup includes the NCAA's registered marks, it must be purchased from an NCAA licensee and is not considered a reimbursable expense.

Additionally, no commercial identification, including the concessionaire's logo, may be displayed on other items (e.g., napkins) that accompany concessions or catered meals/refreshments. If an item sold in concession areas comes in packaging with the name of the product on it (e.g., Oscar Mayer Weiner), it is permissible for those items to be sold in this manner and brought into the general seating area. See the "General Bid Specifications" for other guidelines pertaining to Food and Beverage Concessions.

13. **Advertising, Signs, Decorations and Commercialism.**
 - a. Only NCAA marks provided by the NCAA can be displayed on the facing of the backboard or the orange basket ring (including the ring brace). Any commercial or professional sport references must be removed or covered at the venue's expense. Only NCAA marks are permitted elsewhere on the backboard, including on the top of the backboard. The NCAA shall have sole discretion in determining the size and placement of items on the backboard or the orange basket ring (including the ring brace).

- b. Goal standards must be free of all commercial advertising and host logo/marks. However, the name of the goal manufacturer can appear twice on each goal unit arm (provided it is a reasonable size as determined by the NCAA) at each end of the floor. All other marks must be covered or removed at the venue's expense. Additionally, the NCAA will provide goal support covers or pads with NCAA marks.
- c. Television monitors in concourses that cannot be viewed from the general seating area can show other NCAA Division I men's or women's basketball championship games provided the sound is turned off.

Television monitors in concourses branded with commercial signage/marks for non-NCAA corporate champions and partners shall remain off during the championship.

Television monitors in open restaurant areas where the playing floor can be viewed may show that venue's games only. In these restaurants, a limited number of televisions that are not viewable by patrons sitting in the general seating area may be permitted if approved in advance by the NCAA.

Patrons who have purchased tickets to sit in suites have control of their televisions and can watch whatever they choose. However, if televisions are outside the suites in the general public seating area, audio shall not be permitted (i.e., volume must be turned off or muted).

Television monitors, anywhere in the competition venue that are showing NCAA championship games or listing an upcoming NCAA event or schedule, may include small non-electronic advertising signage affixed to the television, provided it is approved by the NCAA. Any video or LED advertising on such monitors where there is a split-screen showing NCAA championship content and electronic advertising is not permitted.

- d. In student-athlete/team walkways (from building entrance to their locker room and then from the locker room to the floor), commercial signage/marks must be covered or removed at the venue's expense, including vending machines that are in conflict with NCAA corporate champions and partners. Additionally, professional sports signage/marks must be covered or removed (except for head shots or action shots of professional players who are not otherwise posing to endorse any products/services) at the venue's expense.

All commercial and professional sports signage/marks must be covered in team locker rooms at the venue's expense unless approved in advance by the NCAA. This includes locker room designation signage in the hallway.

All commercial and professional sports signage/marks in all designated media areas must be covered or removed at the venue's expense unless approved in advance by the NCAA.

- 14. **Merchandise concessions.** See the "General Bid Specifications" for other guidelines pertaining to Merchandise Concessions.

15. **Financial Arrangements.** Review the information below and see the “General Bid Specifications” for other guidelines pertaining to Financial Arrangements.
- a. Division I Women's Basketball does not have a guarantee.
 - b. The NCAA proposed budget and financial report template must be completed for each year and submitted electronically using the “Budget System” tab via the online Bid and Profile System. (See Section 8: Bid Submission for instructions on how to access the system.)
 - c. When estimating expenses in the budget, please estimate costs based on a history of attendance and/or anticipated attendance.
 - d. If the competition venue is not within a 50 mile radius where the host institution/conference is located, the NCAA shall reimburse expenses, not to exceed \$5,000 incurred for host institution/conference travel and lodging expenses prior to and during the week of competition, unless approved in advance by the NCAA.
 - e. Honorarium. The evaluation of the honorarium will, in part, be conducted on the basis/level of effort demonstrated to meet or exceed projected financial outcomes.
 - (1) **On-Campus Honorarium.** Institutions or conferences serving as host of a regional, conducted in an on-campus facility, may be awarded a maximum of 15 percent of the net receipts as a host honorarium.
 - (2) **Off-Campus Honorarium.** An institution/conference serving as a host of a regional, conducted in an off-campus facility, may be awarded a maximum of 10 percent of the net receipts as a host honorarium.
 - f. **Facility Rental and Fees.**
 - (1) **On-Campus.** The NCAA shall not pay a facility rental charge nor facility fees for on-campus facilities but will pay for the actual and necessary expenses associated with the operation of the championship deemed necessary by the NCAA, including but not limited to PA announcer, official timer, official scorer, statisticians, ushers, ticket sellers, ticket takers, exit watch persons, security personnel, fire marshal, maintenance and cleaning staff of the building and grounds, media areas, necessary medical personnel staffing the championship as determined by the NCAA (e.g., paramedics and emergency personnel not already addressed in the budget for ambulance service), etc. All such personnel are to be under the sole direction and the control of the venue(s) and are not to be considered employees or agents of the NCAA. Budgeted amounts shall be entered on the proposed budget and must be approved by the NCAA in order to receive a reimbursement.

- (2) **Off-Campus Facility Rental.** If conducted at an off-campus venue, 10 percent (10%) of the gross revenue from the sale of tickets, less any ticket fees/expenses incurred on the sale of tickets (e.g., charge card fees, ticket vendor fee, etc.), facility fees and amounts due and payable to government agencies (e.g., taxes) shall be paid to an off-campus venue as a facility rental charge.

From its facility rental charge, the competition venue and surrounding areas/facilities that are to be used shall furnish and pay for all venue operating personnel and services deemed necessary by the NCAA, including but not limited to utilities, ushers, ticket sellers, ticket takers, full videoboard staffing, exit watch persons, security personnel, fire marshal, maintenance and cleaning staff of the building and grounds, media areas, etc. All such personnel are to be under the sole direction and the control of the venue(s) and are not to be considered employees or agents of the NCAA. Additionally, the expenses for these personnel are not reimbursable expenses for off-campus venues; therefore, budgeted amounts shall not be entered on the proposed budget when the competition venue is an off-campus venue. However, for off-campus venues, the NCAA shall reimburse for the following championship personnel: PA announcer, scoreboard operator (timer), official scorer, statisticians and necessary medical personnel staffing the championship as determined by the NCAA (e.g., paramedics and emergency personnel not already addressed in the budget for ambulance service). Budgeted amounts shall be entered on the proposed budget and must be approved by the NCAA in order to receive a reimbursement.

- (3) **Off-Campus Facility Fee.** If the facility requires a facility fee for usage of the building, the expense must be included in the budget and the host should provide an explanation of what staffing or services are included in the facility fee.

g. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

16. **Financial Reports.** Hosts must submit financial reports, including payment of net receipts, to the NCAA national office no later than 60 days after the conclusion of the competition at a site. The NCAA Division I Women's Basketball Committee shall assess a \$1,000 fine for each day a host institution/conference fails to submit its financial report subsequent to the 60-day deadline.
17. **Audit Reports.** All preliminary-round sites are subject to an audit to be conducted by the NCAA accounting/finance staff. Selected sites will be notified of the audit taking place and will also be notified of the type of audit (e.g., on-site audit, desk audit) that will be conducted. Based on the audit results, sites may be required to submit additional reimbursement to the NCAA or may be awarded additional reimbursement from the NCAA.

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 3: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to work with the NCAA to create a marketing plan 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. Additionally, the host is required to market any ancillary events at the site. (Refer to Section 6: Ancillary Events.)
2. **Budgets.** When the proposed budget is submitted, a minimum of \$5,000 and a maximum of \$25,000 will be considered 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 its marketing needs. This marketing website, NCAACHampsPromotion.com, is a comprehensive tool designed to help hosts create marketing pieces that will generate awareness and sell tickets to 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. **Video and Radio Commercials.** The NCAA will provide video and radio commercials 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, broadcast, in venue, social media, etc.). All spots will be made available for download via the online marketing website NCAACHampsPromotion.com.
5. **Ticket Purchaser Data.** The LOC/Host shall send the ticket purchaser database to the NCAA upon request. All relevant customer information must be included: First Name, Last Name, Address, City, State, Zip Code, Country, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price and Seat Locations.

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

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note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.

SECTION 4: LODGING

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. A total of 9 hotels are requested: 1 NCAA Headquarters hotel for NCAA, media and game officials; and 8 hotels for the 8 participating teams. (Note: 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.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified below. Properties must meet the required service levels (full-service properties, complimentary internet and breakfast requested) and be in reasonable proximity to the event venues. Host institution/conferences must tentatively hold rooms and meeting space at each property and provide the names of the recommended hotels and the rate each is willing to provide as part of the bid. Rooms will not be contracted by the NCAA until after the bids have been awarded. 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.

Once sites have been selected, Anthony Travel will contact the recommended properties, utilizing the information provided in the bid and will work with them directly to contract. 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 or sourcing 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.

Hotel Room Block

The room block for each group is as follows:

REGIONAL ROUNDS

	Standard Rooms	Suites	Total Rooms
<u>Headquarters Block</u>			
Night before first practice	13	2	15
Night of first practice	21	2	23
Night of regional semifinal	22	2	24
Night before regional final	19	2	21
Night of regional final	18	2	20

	Standard Rooms	Guaranteed Suites	Contingency Rooms	Contingency Suites	Total Rooms
<u>Team Block</u>					
Night before first practice	44	2	20	0	66
Night of first practice	44	2	20	0	66
Night of regional semifinal	44	2	20	0	66
Night before regional final	0	0	64	2	66
Night of regional final	0	0	64	2	66

HEADQUARTERS HOTEL	FUNCTION	SQ. FT.
Day before regional semifinal:	Game Officials' Meeting	800-1,000
Day before regional final:	Game Officials' Meeting	800-1,000

TEAM HOTEL	FUNCTION	SQ. FT.
Day before first practice:	Meeting Rooms (2)	800-1,000 ea.
Day of first practice:	Meeting Rooms (2)	800-1,000 ea.
Day of regional semifinal:	Meeting Rooms (2)	800-1,000 ea.
Day before regional final:	Meeting Rooms (2)	800-1,000 ea.
Day of regional final:	Meeting Rooms (2)	800-1,000 ea.

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 5: HOST INSTITUTION/CONFERENCE

A Division I NCAA member institution(s) or conference must serve as host. The host shall work in close cooperation with the NCAA staff to ensure the policies and the mission of the Division I Women's Basketball Committee is met.

1. **Host Institution Site Assignment.** For regional competition, a team may be assigned to a regional site where their institution is hosting, provided the team has not played more than three regular-season games, not including conference postseason tournaments, in the arena.

Serving as a regional host shall not preclude an institution from also being selected as a first- and second-round host at their on-campus facility through the non-predetermined site selection process.

2. **Championship Host Personnel.** See the "General Bid Specifications" for other guidelines pertaining to Championship Host Personnel. Additionally, the host will need to appoint an individual to serve in the following role:

- **Ancillary Event Liaison.** This individual should have event operations experience and will work directly with the NCAA staff to recommend location and resources needed to execute various ancillary events during the regional weekend.

3. **Insurance.** See the "General Bid Specifications" for other guidelines pertaining to Insurance Requirements specific to Division I Women's Basketball.

4. **Championship Administration and Finances.** Administration of the championship is under the authority of the NCAA Division I Women's Basketball Committee. All activities and events associated with the championship are to be administered and approved by the Division I Women's Basketball Committee. Each host institution/conference agrees to administer the championship under the terms of these specifications and the Division I Women's Basketball Championship Host Operations Manual.

Each host institution/conference shall administer the finances of the championship in accordance with the Association's executive regulations and consistent with the budget submitted by it and approved by the NCAA. Each host institution/conference shall appoint a diverse group of individuals to assume the positions the host is responsible for staffing to administer 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

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SECTION 6: ANCILLARY EVENTS

To enhance the regional rounds of competition, create a greater economic and social impact on the local host community and support the goal areas of the NCAA women's basketball strategic plan, host institution/conferences must host ancillary events/programming in partnership with the NCAA and/or its partners. Some examples of events/programming that could be held at a regional site include, but are not limited to the following:

- **Beyond the Baseline.** The NCAA and host will host and event/programming to empower and engage former student-athletes, business women, women's organizations and local women of influence. The goals of the program include spreading awareness and enthusiasm for the NCAA Division I Women's Basketball Championship along with creating unique events focused on supporting women. All Beyond the Baseline events should ultimately be tied with ticket sales. This event/programming can vary in size and scope, while including networking, education and professional development opportunities.
- **Read to the Final Four.** Read to the Final Four is designed to leave a lasting impact and legacy on the local students of targeted communities. The program inspires and incentivize elementary students by encouraging them to develop a love of reading. Read to the Final Four will challenge local elementary students of all ages in a series of challenges that culminate in a month-long March Madness Challenge.
- **Programming for Area Coaches.** Offer programming to Division I, II and III coaches within close driving radius of the host city that provides professional development opportunities and/or encourages coaches to embrace their role, understand their value and share their voice to grow the game.
- **Programming for Area Student-Athletes.** Offer programming to Division I, II and III student-athletes within close driving radius of the host city to promote student-athlete well-being, post-athletics transition and/or educate about opportunities to become a coach or official.
- **Party on the Plaza.** Host a pre-game event outside the facility that is open to the general public prior to the games.

If selected as host, the NCAA will work with the host to determine which event(s) will take place at each regional as well as the funding model.

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YES NO NO with Exception

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note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.

SECTION 7: EVALUATION CRITERIA

The NCAA Division I Women's Basketball Committee shall use the following evaluation criteria when selecting sites and hosts for the championship. The criteria are not considered in priority order and shall be evaluated collectively in the selection of sites and hosts.

- **Specifications.** The host institution/conference shall agree to the specifications set forth by the Division I Women's Basketball Committee.
- **Hotels.** All hotels must meet the standards of quality outlined in the specifications. Consideration may be given to a city that can provide exclusive lodging for each team in full-service properties of superior quality in close proximity to the competition venue. Additional consideration may be given to a city that can provide the above described hotels in close proximity to the competition venue.
- **Airline Service and Equipment.** Prospective host cities must have appropriate frequency and quality jet airline service. Consideration may be given to sites with the highest frequency of daily arrivals and departures.
- **Attendance and Financial History.** The committee will review attendance figures, net receipts and the host institution/conference financial management from previous championships, if applicable.
- **Attendance Potential.** The committee shall consider community interest in the championship and sport. The committee acknowledges that attendance is reported in a variety of ways and will consider attendance as only one factor when evaluating sites.
- **Expenses.** Prospective host institutions/conferences must submit a proposed budget as part of the bid process and are expected to be fiscally responsible when preparing and executing the budget, if selected.
- **History of Institution/Conference Serving as Host.** The committee shall consider past administrative performance of the host institution/conference and competition venue personnel, if applicable.
- **Non-Division I Institution/Conference Not Eligible to Host.** The committee shall not select a non-Division I member to serve as a host.
- **One Facility, Multiple Prospective Hosts.** If bids are submitted for the same venue by different institutions/conferences, the committee reserves the right to determine a host institution/conference based on the criteria contained herein. Perspective hosts and competition venues are strongly encouraged to avoid such circumstances.
- **Co-Hosts.** The committee has ascertained that a single host institution/conference is preferred, rather than co-hosts. Should the committee determine that the selection of co-hosts is in the best interest of the

championship, the following are acceptable: (1) only a conference office and one or more of its members; or (2) multiple institutions from the same conference.

- **Regionalization Requirements.** The intent of the two-site regional format is to have geographic representation, when possible and is at the discretion of the Division I Women's Basketball Committee.

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 8: BID SUBMISSION

In addition to agreeing to the individual sections of the sport-specific bid specifications, the following must be completed and submitted by prospective hosts to serve as a complete bid submission. The documents referenced below can be accessed from the NCAA Championships Bid and Profile System found at the link provided below:

- Complete all questions related to the Championships General Bid Specifications in the Championships Bid and Profile System.
- Complete all questions related to the Sport-Specific Bid Specifications and upload the signed Preliminary Round Sport-Specific Bid Specifications agreement to the Championships Bid and Profile System.
- Upload signed 2023, 2024, 2025 and 2026 Regional Round Venue Lease Agreement to the Championships Bid and Profile System.
- Update Key Contacts in the Championships Bid and Profile System – Bidding parties should enter their key contacts within the institution or conference's profile and bid submission. While this can change by championship and be updated as needed, individuals should be identified for key positions within the operation of the championship.
- Upload the Enhancements and/or Exceptions to Sport-Specific Bid Specifications Form (Attachment A) to the Championships Bid and Profile System.
- Complete the proposed budget using the Championships Bid and Profile System – Budget System tab and template.

The sport-specific bid specification agreement and venue lease agreement must contain the appropriate signatures (if applicable) and complete responses and/or information. Final versions of each of the aforementioned agreements/documents must be uploaded to the NCAA Championships Bid and Profile system, which can be accessed by clicking on the following link:

[NCAA Championships Bid and Profile System](#)

All materials must be received by the NCAA no later than 11:59 p.m. (Eastern Time) on February 3, 2020.

Questions and Requests Related to Bid Materials. Meredith Cleaver of the NCAA staff have been designated to receive, coordinate and facilitate the response to any and all questions, requests for clarification or additional information pertaining to these materials:

Meredith Cleaver
Director of Women's Basketball
mcleaver@ncaa.org
317-917-6510

All questions should be submitted to Meredith through the designated bid preparer. Additionally, any/all responses and/or clarifications will be provided directly to the bid preparer with the understanding that he/she will disseminate locally.

Answers may be immediately provided if the questions are administrative in nature, are easily found in the Specifications of the event, and the answers do not give a competitive advantage to bid city posing the question.

Questions or requests which pertain to process or a clarification of the materials in any way which are deemed beneficial to all bid cities will be available in the Division I Regional Round Bid documents found on the

[Championships Bid and Profile System](#). Time-sensitive clarifications may be distributed at any point if deemed appropriate given the nature of the clarification or the benefit it would provide to all cities preparing a bid.

Questions or requests which pertain to a city- or venue-specific matter will be provided, to the extent possible, only to the bid preparer making the request. To the extent the general concept of the answer is deemed appropriate for all bid cities to have, it will be provided accordingly.

SECTION 9: AGREEMENT TO TERMS AND CONDITIONS

The championship host that is bidding on the Division I women's basketball championship agrees to all terms and conditions as outlined above in this Sport-Specific 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 Division I women's basketball 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

Prospective hosts who do not agree with all requirements in this document shall select "No" above and complete Attachment A specifying the terms the prospective host is proposing. Please note any proposed revisions to the language in this document must be specified in Attachment A to be considered. Any revisions, deletions, stipulations, etc. made directly in this document to the specifications listed above shall not be accepted.

(NOTE: This form must carry the signatures of both the director of athletics of the prospective host institution or commissioner of the prospective host conference and the competition venue manager. If the competition venue is considered an on-campus venue that is owned and controlled by the host institution, the athletics director's signature shall suffice as the required signature for a representative of the competition venue.)

Signature of Athletics Director or Commissioner _____

(Please type or print information below.)

Name:

Title:

Institution/Conference:

Date:

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

Telephone Number:

E-Mail:

Signature of Athletics Director or Commissioner (of Co-Hosting) _____

(Please type or print information below.)

Name:

Title:

Institution/Conference:

Date:

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

Telephone Number:

E-Mail:

Signature of general manager (GM) of host competition venue _____
(GM's signature required if competition venue is an off-campus venue)

(Please type or print information below.)

Name:

Title:

Competition Venue Name:

Date:

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

Telephone Number:

E-Mail: