



2025 and 2026



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<i>Note: Additional information regarding the items highlighted above will be provided as the indicated step of the site selection process approaches.</i>		

SECTION 1 – INTRODUCTION

Since the 1981-82 season, the Women's Final Four has served to crown a national champion in NCAA Division I women's basketball. The event has served as the catalyst that brings teams, fans and business partners together to celebrate the game of women's basketball. For the host city and region, it also serves as an economic force that can accelerate the development and/or improvement of local infrastructure and/or underserved areas, engage women and minority leaders, enhance community pride and generate millions of dollars in economic impact.

The national championship game of the Women's Final Four is the culmination of the college basketball season. When the final buzzer sounds, it signifies the conclusion of one of the most highly anticipated annual championships in the nation. For the host city, it may signal the end of a weeklong celebration, but it begins a period of civic pride and the realization of the footprint and benefits left behind.

The NCAA invites cities across the nation to submit a proposal to host a Women's Final Four in 2025 and/or 2026. The information contained in this document provides the minimum bid specifications for hosting this event and essential information that will assist in developing a creative, comprehensive and competitive bid.

Given the sustained growth of the Women's Final Four, commitments and coordination of many sectors of the community and region are needed to successfully host the event. A Bid Committee and subsequently Local Organizing Committee (LOC) must be formed to prepare the proposal comprised of representatives from the NCAA Division I member institutions and/or conferences, competition venue, ancillary event venues, sports commissions/associations, convention and visitors bureaus, local and state governments and other applicable agencies to provide a most comprehensive bid.

Championship format, scheduled activities, marketing rights partners, broadcast partner(s) and other present-day contractual relationships referenced in this document may change in the years subsequent to the bid process. The NCAA reserves the right to make substitutions in its contractual partners, event needs and schedule of events as warranted.

The Championship

The Division I Women's Basketball Championship is a single-elimination tournament played each spring featuring 64 college basketball teams.

The 64 teams are divided into four regions and organized into a single elimination bracket, which predetermines, when a team wins a game, which team it will face next. The tournament begins with the first and second rounds at non-predetermined home courts of the top 16 seeded teams, followed by pre-selected, neutral regional sites around the United States.

Half of the teams are eliminated each round: from 64 to 32; from 32 to 16; and from 16 to eight and then to the Women's Final Four. These four teams, two from each regional site (effective for the 2023 championship), then compete in one location for the national championship.

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.

SECTION 1.A - THE NCAA

The NCAA is a membership-led nonprofit association of colleges and universities committed to supporting academic and athletic opportunities at more than 1,200 member colleges and universities in the United States and Canada. Each year, nearly 500,000 student-athletes compete in Division I, II and III sports seeking the opportunity to become a NCAA champion.

The NCAA is an unincorporated not-for-profit 501(c)(3) educational organization. The NCAA national office is located in Indianapolis, Indiana. The NCAA also has a Washington, D.C. office to assist with legislative and governmental affairs. Approximately 500 staff members are employed by the NCAA.

The NCAA women's basketball staff ("NCAA staff") is responsible for the planning, management and execution of the Championship, including the Women's Final Four, working closely with other groups in the national office.

The NCAA staff oversees all aspects of the Women's Final Four and its related activities, including competition venue operations and space planning, hotel accommodations, media and team operations, hospitality functions and social events (e.g. hospitality, Salute), on- and off-court entertainment, fan and sponsor events (e.g. NCAA fan festival), television programming, youth events (e.g. Bounce, Read to the Final Four, Youth Clinics, Junior Journalism) and coordination with the Women's Basketball Coaches Association (WBCA), as well as many other aspects.

A series of youth, community and legacy events will be coordinated between the NCAA staff and other designated agencies. The NCAA will work in conjunction with the LOC on these initiatives.

The NCAA will work closely with the LOC, the Division I host institution(s) and/or conference(s), competition venue and city to ensure that the Women's Final Four provides a positive and rewarding experience for all involved, as well as a major educational and economic showcase for the city, region and business community.

NCAA Corporate Champion and Corporate Partner Program

Turner/CBS Sports manage the NCAA Corporate Champion and Corporate Partner (CCP) Program that grants category exclusivity for all 90 NCAA championships. Only NCAA CCP's (and Turner/CBS) are permitted to use NCAA trademarks, logos, championship tickets and/or references to the championship in advertising and promotions around all NCAA championships.

Through the NCAA Corporate Champion and Corporate Partner Program, these companies provide a direct, positive impact on the academic and developmental opportunities afforded to all NCAA student-athletes each year. These entities also help fans share in the excitement of NCAA sports - on the field, hardwood, track, ice and wherever NCAA national championships are conducted. These corporations are dedicated to emphasizing the role of athletics in higher education by supporting NCAA programs throughout the year. These companies also support NCAA youth clinics and fan interactive experiences.

A current listing of NCAA Corporate Champions and Partners can be found on [NCAA.org](https://www.ncaa.org).

LINK: [NCAA Corporate Champions & Partners](#)

SECTION 1.B – WOMEN’S FINAL FOUR SCHEDULE OF EVENTS

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
8 a.m.	Begin facility load-in HQ hotel load-in complete (Friday)		City /LOC Security Meeting	Sports Information Meeting
9 a.m.			Team Transition Teleconference	Administrative Meeting Ticket Mgr Walkthrough
10 a.m.				Team Media Rotation (arena)
11 a.m.				Kay Yow Press Committee arena walkthrough
Noon	Regional Championship Game			Committee lunch and meeting
1 p.m.				
2 p.m.			WBB committee arrives (HQ hotel)	
3 p.m.		WFF Media Court Opportunity (arena)		Dream Court Restoration
4 p.m.	Team Transition Teleconference			
5 p.m.			Team arrivals and welcomes (team hotels)	
6 p.m.		Regional Championship Games		Salute
7 p.m.	Regional Championship Game			Committee outing
8 p.m.				
9 p.m.				
10 p.m.				
11 p.m.	Team Transition Teleconference	Team Transition Teleconference		
	Team	Hospitality	Bounce	
	Game time!	Tourney Town	Community Court Restoration	
	Committee	Tourney Town-related events	Public Pregame	
	Meetings	Media events		

	THURSDAY			FRIDAY			SUPER SATURDAY			SUNDAY		
8 a.m.												
9 a.m.	Closed practice, news conferences, team lounge, team gift suite					Tourney Journey Tours		Tourney Journey Tours	NCAA Fan Festival - Youth Clinic, NBA Academy Next Generation	Game 1 winner closed practice		
10 a.m.					Closed team practices (1 hour each)	Read to the Final Four	NCAA Fan Festival			Game 2 winner closed practice		NCAA Fan Festival
11 a.m.												Bounce registration
Noon												
1 p.m.		Hospital Visits - Band, Cheer, Mascots					Game 1 winner closed practice				Bounce	
2 p.m.												
3 p.m.					Party on the Plaza		Autographs	Game 2 winner closed practice	Party on the Plaza	Red Carpet Arrivals		
4 p.m.				Doors open		LOC Pregame				Doors open		LOC Pregame
5 p.m.	Team Press Event (arena)			S-A Family Hosp (arena)				Auto-graphs		National Championship Game		
6 p.m.		LOC Tip-Off Dinner (arena)	National Semifinal Games									
7 p.m.	NCAA After the Game Reception (arena)						Saturday Night Concert					
8 p.m.												
9 p.m.												
10 p.m.												
11 p.m.												
	Team			Hospitality				Bounce				
	Game time!			Tourney Town				Community Court Restoration				
	Committee			Tourney Town-related events				Public Pregame				
	Meetings			Media events								

SECTION 1.C - DIVISION I WOMEN’S BASKETBALL COMMITTEES

Division I Women’s Basketball Committee.

Administration of the Championship is the responsibility of the 10-person NCAA Division I Women's Basketball Committee (“committee”) comprised of directors of athletics and senior associate and assistant conference commissioners and senior woman administrators from around the nation. The committee will review and provide recommendations to the WBOC in the following areas pertaining to administration of the Division I Women's Basketball Championship: team selection [including seeding, bracketing, Rating Percentage Index (RPI)], site selection [including first and second rounds, regional round and Women’s Final Four], championship operations and games management, championship misconduct issues and championship official selection and advancement.

The NCAA’s core purpose, values and envisioned future provide the framework for all actions in the committee’s administration of the championship and stewardship of the game. Within the framework and spirit of its charge, the committee will balance the principle of student-athlete well-being with its efforts to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the NCAA Division I Women’s Basketball Oversight Committee.

Link: [Roster](#)

Division I Women’s Basketball Oversight Committee.

The central purpose of the NCAA Division I Women’s Basketball Oversight Committee (WBOC) is to serve as the division’s primary authority on women’s basketball, subject to review of the NCAA Division I Council. The WBOC will review and must provide final approval for recommendations from the NCAA Division I Women’s Basketball Committee related to the administration and conduct of the championship, including site selection.

Link: [Roster](#)

SECTION 2 – BID SPECIFICATIONS

SECTION 2.A – BID COMMITTEE AND LOCAL ORGANIZING COMMITTEE

References herein are made to the Bid Committee, Local Organizing Committee, Division I host institution/conference, competition venue, ancillary event venues and city and state as entities with responsibilities for the Women's Final Four. The NCAA regards all requirements as the responsibility, jointly and severally, of all entities involved in responding to this Bid, including any successor organization or individuals through the conclusion of the event in the awarded championship year. Specific financial and logistical assignment of such responsibilities should be determined among and between the groups involved in preparing the Bid response on behalf of the community. The Bid Preparer has been authorized by the Women's Final Four Bid Committee and all entities contributing to the submitted bid response to sign on behalf of those entities.

The Bid Committee. A Bid Committee must be formed in order to prepare the proposal. The Bid Committee shall be comprised of key community leaders (government and corporate), representatives from designated NCAA Division I member institutions and/or conferences, competition and ancillary event venues, convention and visitor's bureau, local and state governments, and other agencies as may be appropriate to provide a comprehensive Bid. Once established, the Bid Committee should also seek the support and partnership of local businesses, school corporations, downtown associations, women and minority leadership associations and other groups who need to be engaged based on the scope of the bid.

Host Institution/Conference. A Division I member institution and/or member conference (host) of the NCAA must be designated as host(s) for the Women's Final Four. A representative(s) of the host institution/conference must be a part of the leadership team of the LOC and be an active participant in the planning and execution of the event.

The host institution/conference office plays a significant role in game management and game operations, media services and ticket sales, as well as provides assistance to the LOC in any other areas deemed necessary by all parties. In addition, the host institution/conference office will ensure the LOC's commitment to providing the NCAA with first-class services in connection with all activities related to the Women's Final Four while being fiscally responsible throughout the process.

Member institutions/conferences are permitted to co-host the Women's Final Four, however, additional co-hosts cannot be added after the site selection announcement without approval from the NCAA.

Bid Preparer. Once established, the Bid Committee shall identify the bid preparer that will serve as the single point of contact for all communication related to the 2025 and 2026 Women's Final Four site selection process.

The Local Organizing Committee (LOC). Upon being selected to host the NCAA Women's Final Four, cities shall form an LOC, which must be established as a legal corporate entity and fully functional no less than 24 months prior to their assigned Women's Final Four. **The LOC is responsible for assuming**

and fulfilling the obligations agreed to by the Bid Committee. An effective LOC serves as an extension of the NCAA in the local community; as the city’s ambassador to Women’s Final Four student-athletes, fans, guests and corporations; and as a coordinator of local resources such as public safety, permitting and airport resources, event venues, accommodations, and thousands of volunteers. The NCAA staff will work closely with the LOC to ensure that the championship vision and focused goal areas are accomplished.

The active support of the host city and key members of the local business community is essential to the success of the Women’s Final Four. Committees should be formed to coordinate essential functions including, but not limited to: community outreach, citywide décor, government services, lodging, marketing, public relations, public safety, transportation and volunteers.

The budget for the LOC should include the retention of an executive director and various staffing positions (e.g. marketing, ticket sales). The LOC shall be responsible to coordinate various local operations and events, government services, secure funding, promotion and management of Women’s Final Four ancillary events, selling and marketing tickets, engaging the community through programming, garnering support from local entities, an extensive city-wide décor program, transportation program and coordinate other obligations and offers as set forth in these specifications, as well as those commitments made in the Bid. The obligations as outlined in these specifications and as additionally made by the Bid Committee must be guaranteed by the Bid Committee, LOC and all guarantors acceptable to the NCAA.

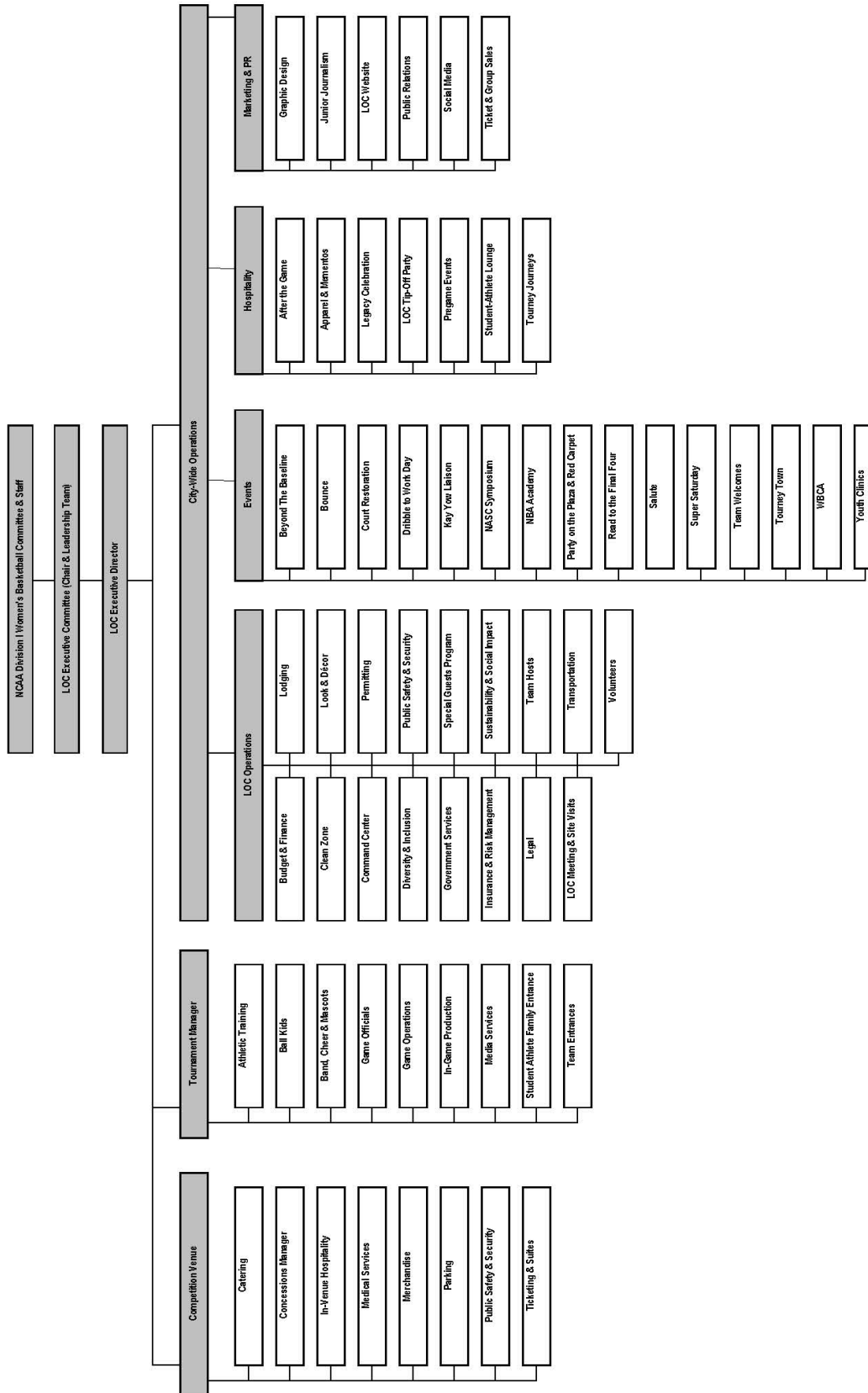
The LOC shall facilitate a close, ongoing partnership with the hotel community to secure hotel rooms and function space; and with local governmental agencies to fulfill a variety of obligations, including but not limited to, the adoption of anti-gouging resolutions, establishing special event (formally known as clean zone) ordinances, and coordinating municipal agency participation and assurances.

By submitting a bid, each Bid Committee (and subsequently, each LOC) has agreed to provide the necessary and required services and assistance in connection with the Women’s Final Four. The Division I host institution and/or conference and the LOC play a vital role in the successful administration of the event. Requirements outlined in the bid specifications are subject to change based on the evolution of the Women’s Final Four events and the LOC’s is responsible for executing any new requirements at the NCAA’s discretion.

It must be part of the LOC’s mission to work with the NCAA and all available local resources to showcase and beautify the host city for inbound visitors, media, as well as the national television audience. The image of the community, and its engagement and involvement in the Women’s Final Four, rests squarely in the hands of the LOC.

The NCAA supports diversity and inclusion through opportunities for all members of our society. It encourages the participation, directly or indirectly, by minority or women-owned business enterprises in providing goods and services in support of NCAA championships.

The LOC is expected to meet or exceed the following obligations, requirements and performance standards as identified on the organizational chart.



The LOC must provide:

- 1. Insurance.** Insurance as detailed Section 4.A. (Refer to Insurance Description.)
- 2. LOC Composition.** The Local Organizing Committee shall appoint individuals to assume the following positions, with all appointees' subject to NCAA approval. Further, the NCAA encourages diversity and inclusion as LOC members are selected and responsibilities assigned. (Refer to Section 4.C, Diversity and Inclusion Policy.)

The responsibilities of these individuals are as follows:

- a. LOC Executive Committee.** The LOC executive committee shall consist of representatives from the host institution/conference, competition venue, city, sports commission and convention and visitor's bureau. Previous LOC's have indicated that the LOC functions more efficiently if a small committee operates in this leadership role, with the creation of working committees for oversight and implementation.
 - b. LOC Executive Director.** In consultation with and approval from the NCAA, the LOC executive committee shall appoint an individual no later than 18 months prior to the Women's Final Four, preferably with experience in convention/event management or NCAA tournament administration. This individual shall oversee ticket sales and the local planning and fundraising efforts of the LOC, including sales and servicing of local contributor packages. Additionally, this individual shall also be responsible for the financial administration, ticket sales and monthly reporting to the NCAA, recruiting individuals to serve on the LOC and facilitating LOC meetings.
 - c. Competition Venue Liaison.** The competition venue shall appoint a knowledgeable and experienced member of the staff to work with the tournament manager and the NCAA women's basketball staff to ensure that the championship policies are observed and commitments as outlined in the Competition Venue Agreement, bid specifications and host operations manual are met. Responsibilities may include assisting the women's basketball staff with the direction and supervision of competition venue arrangements, seating configuration, media set-up, internal and external venue décor, tickets, security and assistance in the development of participant information. The facility liaison will appoint a separate individual to work with the broadcast partner throughout the planning and execution of the Women's Final Four.
 - d. Host Institution/Conference Liaison.** This individual shall work with the NCAA staff and other members of the host institution/conference to coordinate all game operations, ticketing, on campus marketing, curriculum, medical and media activities surrounding the Women's Final Four games.
 - e. City-Wide Operations.** A government official or designee shall be assigned to assist the LOC in government related issues (permitting, special event zone). This person shall have decision-making ability at the local level and is responsible for coordinating a unified public safety plan with supporting structure and resources. City services should be provided at the LOC's expense.
- 3. Conflicting Major Event.** The LOC agrees to prevent other major sporting, civic or cultural events from being scheduled in the Community during the week prior to, through the week following the Women's Final Four, unless such other major sporting, civic or cultural events are approved in

writing by the NCAA and comply with the NCAA's guidelines. Additionally, the LOC agrees that it will not bid, or otherwise support or participate in any bid, to host a major sporting event to occur in the same year during which the Women's Final Four will be hosted in the city, including, but not limited to, the NBA All Star Game, NHL All Star, Super Bowl, College Football Playoff Championship, or FIFA World Cup (a Conflicting Major Event).

4. **Look/Décor.** The NCAA shall design the official Women's Final Four logo and related "look and décor" elements. The LOC shall use this logo and related graphic system and no others. No modification or enhancement of the logo and related graphics shall be made without the written advance consent of the NCAA.

The NCAA shall control all designs and design concepts (including the formulation of the entire signage/décor elements and the Women's Final Four logo). The NCAA shall be responsible for the design expenses and the LOC shall be responsible for production expenses for all signage/décor elements inside and outside the competition venue, hotels, ancillary event venues and city.

The LOC shall be responsible for the labor expenses for the permitting, installation and removal of signage/décor elements inside and outside the competition venue, hotels, ancillary event venues and city.

The LOC or the appropriate governmental agency shall assist the NCAA in obtaining any necessary city permits for all city-wide décor and is financially responsible for all fees related to the application and permitting of the signage/décor program.

All uses of the NCAA's name or registered marks (e.g., NCAA, Women's Final Four, Women's Final Four logo, etc.) are prohibited without the express written advance consent of the NCAA. This includes any items/collateral created by the LOC (business cards, power point templates, office décor, etc.)

No corporate identification shall be permitted in connection with any signage/décor elements unless authorized by the NCAA.

5. **Mementos.** The LOC must provide mementos, at its expense, to a selected group of individuals designated by the NCAA. Mementos must not exceed a fixed amount determined by the NCAA and shall include the event logo.

Any and all LOC mementos (actual memento and quantity) must be approved in advance by the NCAA and NCAA branded items must be secured from an NCAA licensee. Further, the LOC shall distribute mementos to be provided by the NCAA to other individuals at no cost to the NCAA (e.g. in-room delivery).

6. **Public Relations and Marketing Program.** Approximately 16 months prior to the awarded year, the LOC shall submit a comprehensive public relations and marketing plan for NCAA approval. This shall include the schedule and description of all public relations and marketing initiatives, press releases, etc.

7. **Logo Unveiling.** The executive director shall recommend an event at which to unveil the logo, ideally one which guarantees significant media attention. All costs associated with the logo

unveiling shall be at the LOC's expense, other than travel cost for NCAA staff and committee.

- 8. Future Host Program.** The NCAA will provide an opportunity for future and prospective Women's Final Four hosts to purchase game tickets, reserve hotel rooms, attend selected hospitality functions and participate in a competition venue tour in the years preceding the event in their city or during a Women's Final Four bid process. Future and prospective hosts are responsible for their own expenses.
- 9. LOC Meetings/Site Visits.** The executive director shall work in conjunction with NCAA staff to schedule site visits and LOC meetings. Once awarded, the NCAA staff will conduct a site visit approximately 18 months in advance of the Women's Final Four and will participate in LOC meetings every six to eight weeks beginning approximately ten months in advance of the Women's Final Four. The executive director will be responsible for creating the meeting agenda and providing it to the NCAA staff in advance of each meeting. Cost associated with the LOC meetings including meeting room, A/V cost, occasional social events with LOC and NCAA staff, and wrap up meeting/meal shall be at the LOC's expense. Members of the LOC and NCAA staff will work in conjunction to create a site visit itinerary for each visit. All travel costs for NCAA staff and contractors (e.g. flight, hotel, ground transportation) will be the responsibility of the NCAA or the contractors.
- 10. Planning Update for Committee.** At its expense, the LOC will host an LOC/NCAA Committee dinner, venue site visit and provide transportation to these events during the committee's summer and fall meeting if held in the Women's Final Four city (the year prior to the Women's Final Four). The venue site visit will allow the committee to tour and familiarize themselves with the Women's Final Four venue, and the dinner will allow them to meet key members of the LOC. LOC leadership will also present to the committee during their meeting to provide a fundraising and general planning update. If the committee's summer or fall meeting is held in a different city, the LOC may be asked to attend and present in-person, at the LOC's expense.
- 11. Economic Impact Study.** The NCAA requires an economic impact study to be done evaluating the financial impact of the Women's Final Four on the host community. The NCAA, at its sole discretion, will select the company to perform the study and the methodology of the study. The results of the study will be shared with the NCAA and the development and implementation of this study shall be at no cost to the NCAA.
- 12. Final Meeting and Report.** Approximately six to eight weeks following the Women's Final Four, the LOC shall schedule an after-action meeting with the NCAA staff to review the operations of the Women's Final Four. The LOC shall submit the after-action report, using the NCAA provided template, at least one week in advance of the meeting. If possible, the Volunteer Appreciation Event should also be scheduled during the same dates.

SECTION 2.B – HOST INSTITUTION/CONFERENCE

The NCAA encourages active involvement between the LOC and host institution/conference. The LOC should work with a plan to come up with areas of collaboration between the LOC and host institution/conference to promote education throughout all Women's Final Four activities. If a conference is selected as host, they should identify a local university who is willing to assist in the below efforts.

1. **Educational Programs.** The LOC shall work with the host institution for opportunities to incorporate educational programs leading up to the Women's Final Four. The LOC shall work with the host institution to set up specific coursework around Women's Final Four activities.

Examples of potential coursework subjects include:

- Marketing.
- Operations.
- Logistics.
- Sports management.
- Communications.
- Digital/Social Media.
- Hospitality.
- Event planning.
- Tourism.
- Sustainability.

2. **Head Coach Engagement.** The LOC shall work with the host institution to engage and include the head coach in events leading up to and the promotion of the Women's Final Four in their community.
3. **On-Campus Promotion.** The LOC, at its expense, shall work with the host institution/conference to hold an event on campus to promote the Women's Final Four to the student body.
4. **Community Service.** The host institution/conference, in coordination with the NCAA and LOC, will engage students, faculty and administration in established community service and legacy projects in and around the Women's Final Four city. Students, faculty and administration are also encouraged to participate in the events throughout the weekend and attend the Women's Final Four games.
5. **Engaging NCAA Members.** The LOC shall work with NCAA member schools, regardless of division and/or sport sponsorship, within 50 miles of the host city to engage in the Women's Final Four (e.g. volunteer, serve on LOC, participate in community service, attend games, etc.).

SECTION 2.C – FINANCES AND ENHANCEMENTS

SECTION 2.C.1 – EVENT FINANCES

- 1. LOC Financial Management.** As a part of the bid process, the LOC shall submit its proposed working budget to the NCAA for approval as part of the critical items and an updated version when the bid is submitted. The reference budget amount provided is an estimate based on a historical review of recent Women's Final Fours. Please customize this document to reflect proposed expense of each line item within the bid city. With regard to all revenue itemized in the budget, the LOC must specifically identify all anticipated sources (e.g. cash, trade, value in kind) and uses of those funds. Additional consideration shall be given to prospective hosts that have sufficient funds on hand at the time of the Bid. Such cities shall attach to their bid presentation documentation from a financial institution that the funds have been secured.

Although the budget will identify all line items in detail, the following list generally identifies the entity financially responsible for the line item. This list is a guide and reference, but not comprehensive.

LOC	NCAA
Hospitality – LOC Tip-Off Event, Pregame events, Super Saturday Concert Hospitality, Committee Outing, Committee Alumni Event, Team Welcomes, Special Guest Program, etc.	Hospitality – Student-Athlete Family Event, NCAA/LOC Staff Dinner, Invitations
Mementos, Student-Athlete Lounge Activations	Student-Athlete Gifting Suite
LOC command center operations and LOC meetings (AV, meals)	Awards (trophy, watches, rings)
Office equipment – 4 copiers in-venue for media; 1 copier and safe at HQ hotel for NCAA	NCAA HQ operations including NCAA office and NCAA meetings
Ticket fees related to facility	Ticket design and production
In-venue catering for media and games management, game officials, participating institutions, WBB committee/staff (snacks and meals), student-athlete lounge	Games management expenses – radios, stat crew, table crew (shot clock operator, announcer, timer, score board operator) <i>Note: Paid by LOC and reimbursed by NCAA.</i>
Welcome desks/Information tables (tablecloths, binders)	Ambulance services for participating teams at venue
NCAA fan festival – Rental fee, utilities expense, staffing, parking, security, internet, bleachers, etc.	NCAA fan festival – management company and event production
Salute – rental fee, utilities expense, staffing, security, etc.	Salute management company fee and event production

LOC	NCAA
Super Saturday Concert – rental fee	Super Saturday Concert – management company, event production and operations
Legacy Programs	NCAA-run community events (youth clinics, Read to the Final Four, etc.)
Court Restoration (a percentage of the overall cost)	Court Restoration (a percentage of the overall cost)
Beyond the Baseline (all events except those within the NCAA fan festival)	Beyond the Baseline (all events within the NCAA fan festival)
Transportation and courtesy car program and office operations (shuttles, police escort, parking, security, gas, team bus wraps/décor, courtesy car drivers)	Transportation company's management fee, car rentals for courtesy car program
Décor production, labor expense and logo unveiling (citywide, hotel, venue, site visits, permitting, install, removal)	Décor – design expenses
Bounce	
Red Carpet Arrival	
Team host program – apparel, regional travel expenses (e.g. hotel, flight, per diem) for team hotel representatives and team host expenses during Women's Final Four (e.g. hotel, per diem).	
Volunteer program (registration system, uniforms, background checks, parking, office operations, appreciation event)	
Marketing and Promotions	
City Services	
Sustainability	
LOC administrative expenses	
Contributor fulfillment	
Rehearsal game (if required by NCAA)	
Clear bags (if required by facility security)	
Economic Impact Study	
WBCA venue rental and signature beverage at welcome party	

2. Fundraising.

- a. **Timeline.** The LOC must establish a timeline for fundraising and, in collaboration with the NCAA staff, determine deadlines when funds will be collected.
- b. **Game Tickets.** The LOC may use Women's Final Four game tickets in a local contributor program to fulfill its financial obligations as outlined in the LOC agreement.

- c. **Ticket Limitation.** The LOC may provide its contributors with the right to purchase Women's Final Four game tickets. Such tickets must come from the LOC's allotment and no contributor may purchase and/or receive more than a total of 20 lower level tickets.
- d. **Contributor Benefits.** Currently, local 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. 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.

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. Contributors may receive invitations to hospitality events, hosted in conjunction with the Women's Final Four. The per-person cost must be included in the contributor package cost.

- e. **Presenting Sponsorships.** NCAA Corporate Champions and Partners have first right of refusal on sponsorship of all NCAA events. If there is a local interest in supporting these events, the LOC shall notify the NCAA to determine feasibility.
- f. **Interest.** Interest generated by the funds on deposit must be included in the LOC financial report.
- g. **Separate Funds.** Should the LOC desire to raise funds separate and apart from the local contributor program, all proposed activities, plans and funding sources must be approved in advance by the NCAA. NCAA men's or women's preliminary round or Women's Final Four game tickets may not be used to raise these funds. Sources of the funds may receive no benefits that are affiliated in any way with the Women's Final Four, the LOC, the host city's sports foundation or the competition venue (e.g., advertising, feature stories in LOC newsletters).
- h. **Operating Surplus.** As part of its bid, the LOC shall propose a split of any operating surplus at the conclusion of the event after all expenses are met. It is recommended that the proposed split not produce less than a 50 percent interest to the NCAA.

3. Competition Venue.

- a. **Personnel/Services.** The competition venue shall furnish and pay for all competition venue personnel and services deemed necessary by the NCAA and identified in the Competition Venue Agreement including, but not limited to ushers, ticket sellers, ticket takers, exit watch persons,

security personnel, a fire marshal, a first-aid room staffed by paramedics or other certified emergency personnel, maintenance, utilities, construction and cleanup of the competition venue, venue grounds, etc. All personnel shall be under the sole direction and control of the competition venue and are not to be considered employees or agents of the NCAA.

- b. **Rental.** The NCAA shall pay as rent and charges for all space and services, a maximum of the lesser of 10% of the net revenue from the sale of tickets or \$300,000. Net revenue is defined as the printed price received for all such tickets actually sold and not refunded prior to the commencement of the Women's Final Four, less any amounts due and payable to the Federal, state, county and city governments as admission taxes.
 - c. **Concessions.** The competition venue must agree to meet NCAA's expectation for a share of the revenue derived from the sale of concessions during the event with the NCAA, expressed either as a flat per cap for each session of the event or a percentage of sales, with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship. NCAA invites prospective hosts to offer a proposed share of concessions revenue (expressed as a per cap or percentage of sales) in its host bid submission. (Refer to 2.E Competition Venue, 23. Food and Beverage Concessions)
 - d. **Audited Box Office Statement.** The competition venue shall provide the NCAA with an audited box office statement detailing the number of tickets sold. The NCAA will pay the competition venue rental fee no later than 30 days after the receipt and review of the box office statement.
- 4. **Ancillary Event Venue Concessions.** Ancillary event venues must agree to meet NCAA's expectation for a share of the revenue derived from the sale of concessions during the event with the NCAA, expressed either as a flat per cap for each session of the event or a percentage of sales, with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship. NCAA invites prospective hosts to offer a proposed share of concessions revenue (expressed as a per cap or percentage of sales) in its host bid submission. (Refer to 2.I.2 NCAA Fan Festival, 10. Alcoholic Beverages as a reference for all ancillary event venues.)
 - 5. **Host Institution/Conference Honorarium.** The Division I host institution/conference may earn an honorarium of a maximum of the lesser of 10% of the net receipts or \$200,000. Net receipts shall be defined as gross ticket sales less taxes, facility rental and games expenses. The LOC shall not include the host institution/conference honorarium in the projected revenue. The host honorarium is dependent upon the success of the Women's Final Four as it pertains to student-athlete experience, ticket sales, attendance at ancillary events and overall community impact.
 - 6. **Insurance.** Insurance as detailed Section 4.A. (Refer to Insurance Description.)
 - 7. **Games Management Budget.** The NCAA will be responsible for all related expenses for game officials, committee representatives, NCAA staff, participating institutions and operating personnel contracted by the NCAA. The NCAA and LOC shall agree on a proposed games management budget no later than 18 months prior to the Women's Final Four. The games management expenses shall be paid by the LOC and approved expenses will subsequently be reimbursed by the NCAA.

- 8. Budget Meetings and Reporting.** Once selected, the LOC shall submit its proposed working budget to the NCAA for approval no later than 18 months in advance of the Women's Final Four and budget meetings will be held at each site visit. The NCAA will continue to review any planned expenditures and scope of spending throughout the planning and execution of the championship. The LOC should provide a full financial report to the NCAA by the 7th business day of each month beginning in September the year prior to the Women's Final Four through March of the year in which the city is hosting. It is expected that the LOC operates on a minimum of a zero-based budget. Upon request, the NCAA will have access to the LOC's financial records, invoices, receipts and most up-to-date budget.
- 9. Settlement.** To receive reimbursement expenses, the LOC must file a financial report, including payment for its allocation of game tickets, within 60 days following the completion of the Women's Final Four. A fine may be assessed for each day the LOC/host institution/conference fails to submit its financial report after the deadline. The LOC/host institution/conference will be subject to a financial audit following the conclusion of the Women's Final Four and must provide all receipts.
- 10. Payment of Funds.** All money payable to the NCAA shall be paid without demand by wire transfer pursuant to transfer instructions provided by the NCAA.

SECTION 2.C.2 – ENHANCEMENTS

The NCAA has developed this listing of additional commitments that may be made by prospective host cities in connection with the 2025 and 2026 Women’s Final Fours. This list is not intended to be all-inclusive. The committee welcomes creative proposals and prospective hosts are encouraged to submit additional items for consideration. The committee may give additional consideration to sites that offer enhancements.

If a prospective host desires to offer enhancements, it shall submit a detailed written summary of the proposed enhancements to the NCAA (if applicable). All enhancements should be specifically quantified and qualified to assure the most effective and complete understanding of enhancements being offered.

Sources of funds for the enhancements may receive no tickets or recognition (e.g., advertising, acknowledgement, logos, etc.) related to the Women’s Final Four, the host institution/conference or any local entity unless specifically authorized by the NCAA staff.

The committee may give additional consideration to prospective hosts that offer any or all of the following to the NCAA at no expense or at a substantially reduced expense.

Priority enhancements:

- a. Reduced rental for the competition venue.
- b. Complimentary catering at the competition venue beyond those the LOC is financially responsible for providing.
- c. No expense or reduced rate for city services related to the NCAA’s ancillary events beyond those the LOC is financially responsible for providing.
- d. A grant, submitted at the time the prospective host’s proposal is presented, to be applied against the NCAA’s expenses in connection with the event.

Other enhancements:

- e. Funding for sustainable event certification as a part of the sustainability program.
- f. A percentage of parking revenue at the competition venue and/or ancillary event venues.
- g. Waiver of vendor’s commission from sales of souvenir merchandise at the competition venue and/or ancillary event venues.
- h. Waiver of vendor’s commission from game program sales at the competition venue.
- i. Provision of additional suite seats for the exclusive use by the NCAA.
- j. Waiver of any and all expenses incurred relative to the Women’s Final Four ticket program (e.g., ticket printing, shipping expenses, credit card fees, administrative expenses, etc.).

- k. Complimentary hotel room nights for the NCAA, its designees and/or the WBCA for use on site visits during the 18 months prior to the Women's Final Four and/or during the week of or week leading up to the Women's Final Four.
- l. Round-trip airline tickets/vouchers to/from the host city for the NCAA's and/or their designees' use.
- m. Reimbursement of actual expenses incurred by NCAA staff on site visits to the host city within the 18 months leading up to the event.
- n. No rental fee, or a reduced rental fee, to the NCAA for rental of any ancillary event venues, above and beyond the NCAA fan festival, Salute and Super Saturday Concert, with the choice of venues subject to NCAA approval.
- o. Removal or covering of all advertising signs, above and beyond those that are required through the bid, on the competition venue concourse.
- p. At no cost to the NCAA, the use of billboards or other temporary or permanent signage locations in areas surrounding the competition venue, ancillary fan events and all NCAA-designated hotels for the 30 days prior to and through the Women's Final Four.
- q. Cost of camera platform scaffolding and/or construction of a television host set in the competition venue.

SECTION 2.D - GOVERNMENT COMMITMENT AND SUPPORT

Although the Women's Final Four is played at the competition venue, the increasing number of guests, activities and hotel facilities make the Women's Final Four an event of region-wide impact. As such, a number of government guarantees are requested, in part to protect the rights of the event and the NCAA.

1. Ambush Marketing and Trademark Protection.

- a. **Ambush Marketing Protection.** The NCAA requires the LOC to work with the applicable local government and other entities, to establish an anti-ambush marketing Special Event Zone within an area, to be reasonably defined by the NCAA, surrounding the competition venue, official hotels and ancillary event venues. The provisions of the Special Event Zones shall include, but are not limited to:

- (1) **Temporary Structures.** A prohibition against unauthorized temporary structures, including but not limited to temporary retail locations not approved in writing by the NCAA;
- (2) **Temporary Sales Permits.** A prohibition against unauthorized temporary sales permits shall be granted within the Special Event Zone during Women's Final Four week;
- (3) **Temporary Signage.** A prohibition against unauthorized temporary signage or banners, video screens, electronic message boards, or nighttime projections of commercial messages during Women's Final Four week;
- (4) **Inflatables.** A prohibition against the installation or display of unauthorized inflatables during Women's Final Four week;
- (5) **Sampling.** A prohibition against unauthorized sampling during the Women's Final Four Week;
- (6) **Building Wraps.** A prohibition against existing buildings temporarily wrapped with advertising banners or signage (except for event-related signage approved by the NCAA), unless authorized;
- (7) **Entertainment.** A prohibition against entertainment not authorized by the NCAA; and
- (8) **Preventive Fund.** If such prohibitions cannot be obtained, the LOC shall provide funding sufficient in size for the NCAA to use to prevent ambush marketing within the Special Event Zone.

Also, the LOC shall work with the NCAA and governmental agencies to otherwise protect against false association, commercial and non-commercial, with the NCAA and the championship.

- b. **Ambush Marketing Resolutions.** The NCAA requires resolutions from each state, county and/or municipality in which the Women's Final Four venues are located (e.g., competition venue, hotels, ancillary event venues) or from whom services shall be required in connection with the

Women's Final Four, confirming their cooperation and commitment to actively protect against unauthorized promotional activities during the Women's Final Four which detract from, or interfere with, the promotional activities of the NCAA in connection with the Women's Final Four ("Ambush Marketing"), including but, not limited to passing ordinances to protect against ambush marketing in areas around the competition venue and other official NCAA functions or event locations.

- c. **Merchandising/Trademark Enforcement.** Appropriate city, county or other governmental entities shall: (1) provide full cooperation to the NCAA in preventing unauthorized use of the NCAA's trademarks, championship tickets, or other intellectual property and the sale or distribution of unlicensed NCAA merchandise; and (2) cooperate with the NCAA by permitting the NCAA the right to pursue (at NCAA expense) legal enforcement measures against any seller or distributor of unlicensed merchandise. The governmental entities shall help to identify and communicate information regarding sales or distribution of unlicensed merchandise to the NCAA and its designee. The decision to pursue civil legal action or settle claims against a seller or distributor of unlicensed merchandise shall be at the sole discretion of the NCAA unless city has standing prosecute laws in place.

2. Public Safety/Security.

- a. **Competition Venue Public Safety.** The NCAA requires that all on-duty and off-duty law enforcement officers, security officers and guards, fire department personnel, medical response teams, police escorts, canine-assisted explosive teams and all other public safety services at the competition venue based on the approved Public Safety Plan and Venue Plan of Operation shall be provided at no cost to the NCAA or its designees.
- b. **Ancillary Event Public Safety.** The Bid Committee and agencies responsible for public safety shall confirm that any charge for on-duty and off-duty law enforcement officers, security officers and guards, fire department personnel, medical response teams, police escorts, canine-assisted explosive teams and all other public safety services provided in implementing the Public Safety Plan outside the competition venue, as detailed in the official schedule of events and all ancillary event venues used for any NCAA Official Events as described in these specifications shall be provided at no cost to the NCAA or its designees.
- c. **Emergency Preparedness and Assurance of Cooperation.** The LOC shall establish a Public Safety Committee, as detailed in the LOC Organizational Chart, composed of all appropriate federal, state and local agencies. The Public Safety Committee, utilizing the National Incident Management System (NIMS) protocols, shall develop a comprehensive, coordinated plan for emergency preparedness and incident response, including all aspects of public safety for the Women's Final Four and all NCAA Official Events including but not limited to: incident response, threat assessment, emergency preparedness, command and control, communication, traffic and crowd management. The Public Safety Committee shall produce a Public Safety Plan for the Women's Final Four which will integrate the activities of law enforcement, public health, life safety, emergency medical services (EMS), emergency management organizations, and health care organizations. This plan shall be consistent with national standards, industry best practices, takeaways for similar events and observation/evaluation of prior Women's Final Fours. The development and implementation of this plan shall be at no cost to the NCAA.

- d. **Tabletop Exercise.** At the NCAA's discretion, the LOC and its Public Safety Committee, with involvement of the NCAA and key event venues, within 90 days of the Championship shall conduct a Tabletop Exercise with scenarios relevant to the Women's Final Four week.
- e. **Security Personnel.** The competition venue and all ancillary event venues for NCAA Official Events are required to provide experienced qualified security personnel in all positions for the Championship. A comprehensive staffing plan with identification of key personnel and their experience shall be provided to the NCAA six (6) months prior to the Women's Final Four with regular updates as needed. In the event that appropriate personnel cannot be provided (as reasonably determined by the NCAA) and after 30 days' notice to the competition venue, the NCAA, at its sole discretion may contract with a security organization of its choice to provide these services (and the costs for such services shall be reimbursed by the LOC or venue to the NCAA and/or NCAA designee).
- f. **Public Safety and other Municipal Services Priority.** One year prior to the Women's Final Four, all municipalities in which the competition venue is located shall, through the LOC, provide the NCAA with assurances that all involved Public Safety Agencies and other involved Municipal Agencies shall cooperate with NCAA staff and contractors engaged in event planning and implementation, and consider NCAA requests relating to Women's Final Four and its Official Events as top priorities.

One year prior to the Women's Final Four, the municipality in which the competition venue is located shall, through the LOC, provide the NCAA with assurances that Fire Department personnel and building permits department personnel shall cooperate with NCAA staff and contractors engaged in event planning and implementation, and consider NCAA requests relating to Women's Final Four and NCAA Official Events as top priorities by ensuring an expedited permitting process, to the maximum extent permitted by law.

- 3. **Airport Authority Support.** The NCAA requires letters of support evidencing the commitment of the highest-level management at the area airport(s) to cooperate with those needing special services in connection with the Women's Final Four, including but not limited to arrival/departure of team charters and private planes. Further, that all applicable airport shuttle fees be waived during the Women's Final Four.
- 4. **Ticket Resale Restrictions.** The NCAA prohibits the unauthorized resale of NCAA championship tickets above face value. The competition venue, governmental agencies and the LOC shall cooperate with the NCAA to pass and enforce laws within their jurisdiction that deter unauthorized resale of tickets above face value and the printing, sale and distribution of counterfeit NCAA championship tickets ("Ticket Resale Laws"). The NCAA may designate authorized ticket resellers, which shall be exempt from Ticket Resale Laws.
 - a. All Ticket Resale Laws currently in place for the jurisdiction shall be disclosed with the bid submission.
 - b. The Bid Committee and/or LOC shall provide specific documentation of enforcement of Ticket Resale Laws (competition venue policy, local and/or state laws), including resources to be provided.

5. Tax Exemptions. To the extent possible under existing provisions, the NCAA and its affiliates shall not be subject to any state, county, city or other local taxes, including income, gross receipt, franchise, payroll, sales, use, admission, or occupancy taxes as a result of conducting the Women's Final Four at the site (and making preparatory advance site visits). Tickets to the Women's Final Four, Beyond the Baseline, and other Women's Final Four events shall be exempt from any state, county or local sales taxes, admissions or amusement taxes, other tax obligations and exempt from any competition venue surcharges.

6. Permits and Approvals.

- a. The municipality in which NCAA Official Events are located shall, through the LOC, provide all permits as well as review and approval services at no cost to the NCAA or its designees. The LOC is also responsible for the application for and any fees associated with a Master Event Permit as required by local city officials. If there is a strict set of permitting requirements for temporary construction, the LOC may require the services of a General Contractor.
- b. The municipality in which NCAA Official Events are located shall, through the LOC, provide the NCAA with a single high-level representative from the appropriate governmental agency or department who shall assume primary responsibility for managing, expediting, and coordinating permits and approvals with all required regulatory bodies.

This representative shall have the authority needed to carry out this function on behalf of the authority having jurisdiction. The LOC shall provide written assurances, based on agreements with the Mayor's office or a similar government representative that all permits and approval processes for the Women's Final Four and NCAA Official Events shall receive the highest status of priority and attention.

SECTION 2.E - COMPETITION VENUE

As a part of the bid process, each bid city must review and agree to the NCAA Competition Venue Agreement. An initial track change version of the agreement is due with the Critical Items and will be used during the December Planning Meeting. A final version of the agreement must be included in the final bid submission (April 2020). The following information contained below highlights information contained in the agreement. Please refer to the agreement for a full understanding of the Women's Final Four competition venue expectations and information.

1. Competition Venue Dates/" Hold" Dates

Sunday, March 30 – Monday, April 7, 2025 (Competition Dates: April 4 and 6, 2025)
Sunday, March 29 – Monday, April 6, 2026 (Competition Dates: April 3 and 5, 2026)

The competition venue and surrounding areas (e.g., parking lots, frontage property and any other adjacent areas that the competition venue provides to the NCAA) shall be available for move-in beginning at 8 a.m. five days preceding the national semifinals. Move-out will conclude no earlier than 8 p.m. the day after the national championship game. Pre- and post-event shoulder dates may be requested to assist the NCAA and its contracted vendors with ample installation and tear down time related to signage and décor elements.

The Venue agrees that it will not bid, or otherwise support or participate in any bid, to host a major sporting event to occur in the same year during which the Women's Final Four will be hosted in the city, including, but not limited to, the NBA All Star Game or NHL All Star Game (Conflicting Major Event).

2. Competition Venue Guidelines

- a. **Ticket Ordinance.** The city, state or other governing jurisdiction at the site of the competition venue shall have an ordinance prohibiting the unauthorized resale of tickets inside the competition venue and on competition venue property.
- b. **Operational Date.** To be considered, a facility must be operational no later than 32 months prior to the event (e.g. if bidding for 2025, the facility must be operational no later than August 1, 2022).
- c. **Operational Control.** The NCAA will retain the right to determine and approve all aspects related to the competition venue operations during the Women's Final Four. This includes, but is not limited to, space allocation and utilization of meeting rooms, storage and tent space, novelty and food/beverage concessions, parking lots and any structures (temporary or permanent) on competition venue property.

- d. **Exclusivity.** The NCAA shall have the exclusive right to the entire competition venue including, but not limited to, the meeting rooms, upper press areas, locker rooms, dressing rooms, set location (for broadcast), concourse display/activity areas, private clubs, suites, plazas in the competition venue during the specified “hold” dates. All such space shall be provided at no cost to the NCAA. The competition venue must provide CAD drawings of all space assignments, as well as external venue diagrams designating entrances, parking areas, exterior hospitality areas, etc. (Note: Competition Venue Space Assignments and Specifications document will be available on the Collaboration Zone.)

The competition venue will be closed to the public, media and all other non-Women’s Final Four related staff beginning five days prior to the Women’s Final Four, except as approved by the NCAA.

- e. **Venue Space Condition.** The competition venue will be provided fully cleaned with all venue areas in good working condition at no cost to the NCAA. A final cleaning of the competition venue should be scheduled within three days of the national semifinal games. Locker rooms must be freshly painted, and carpets cleaned prior to the NCAA taking control of the building.
- f. **Construction/Renovation.** No construction or renovations to the competition venue should be in progress, beginning three (3) months prior to the Women’s Final Four. Any plans for competition venue construction or renovation, prior to the Women’s Final Four, must be fully disclosed and approved by the NCAA.
- g. **Rehearsal Game.** At the discretion of the NCAA and if no other basketball contests are scheduled in the competition venue in the nine months preceding Women’s Final Four, the competition venue must host, at its expense, a minimum of one men’s or women’s college basketball game during the season in which the Women’s Final Four is awarded and prior to January 1. The game will serve as a dress rehearsal and shall be administered consistent with the Women’s Final Four competition operations.
- h. **Additional Games.** A Division I women’s basketball team may not play more than one regular season game, excluding conference tournaments, in the competition venue during the year in which the Women’s Final Four will be conducted.
- i. **Open Practice Day.** At the discretion of the NCAA, practice sessions and other basketball-related functions may be open to the public at no admittance or parking charge in the competition venue lots. The NCAA requires that programs, merchandise and concessions will be sold by the competition venue.

3. Venue Operations Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<ul style="list-style-type: none"> • Load-in begins • Broadcast partner park & power • Non-team signage installed • Broadcast partner space set • Court, risers, goals, scorer's table set • Power and connectivity run to courtside areas 	<ul style="list-style-type: none"> • Load-in • Non-team signage install cont. • Media spaces set • Courtside tables/ chairs set • Team benches set 	<ul style="list-style-type: none"> • Load-in • Team-specific signage installed • Locker room and remaining back-of-house spaces set • Media Interview area mgmt. company load-in 	<ul style="list-style-type: none"> • Team-specific signage install cont. • Team meetings • Team media interviews 	<ul style="list-style-type: none"> • Closed practices • Press conference • Student-athlete lounge 	<ul style="list-style-type: none"> • Closed practices • Semifinal games 	<ul style="list-style-type: none"> • Closed practices • Breakout interviews
<ul style="list-style-type: none"> • Closed practices • National Championship game • Load out 	<ul style="list-style-type: none"> • Load out complete 					

4. **Competition Venue Insurance.** The competition venue agrees to provide insurance minimums as detailed in Section 4.A, Insurance Description.

5. Competition Venue Seating Configuration.

- Seating Capacity.** The competition venue must have a minimum seating capacity of 17,000, including suite seats.
- Seating Manifest.** At the time of the bid, the competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.
- General Public Seating.** The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

- d. **Seating Locations.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants. The NCAA shall be responsible for determining the location of all ticket allotments. The competition venue box office staff will be required to provide assistance in developing the seating manifest and diagram, managing disabled seating requests and facilitating lost/stolen/misdirected tickets.
 - e. **Control of Venue Seating.** The NCAA shall be responsible for determining the allocation of all ticket allotments. The LOC or competition venue may not re-sell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.
 - f. **LOC Ticket Allocation.** The NCAA will assign tickets, up to but not more than 10 percent of the competition venue's saleable seats, including privately-owned suites, club-level seats and all other seats in the basketball configuration approved by the NCAA, for the use of the host institution/conference, the LOC and the competition venue. No more than 20 tickets shall be made available from the LOC or competition venue to any one entity without NCAA approval. The location of tickets allocated to the LOC will be determined by the NCAA and the LOC shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.
 - g. **Sales Reports.** The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports, including the sale of suites. The NCAA shall be responsible for determining the schedule in which reports will be received from the competition venue's box office. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.
 - h. **Final Ticket Database.** The competition venue's box office shall send the ticket database to the NCAA upon request. Ticket databases should include the following field information for both ticket holders and suite holders: Last Name, First, Name, City, Email, Phone, Address, State, Zip Code, Country, Event, Event year, Event Zip, Sport and Source.
6. **Ticket Design and Printing.** The NCAA will manage the design and printing for championship tickets, assigning specific duties to the LOC and competition venue as needed. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The NCAA shall incur all expenses associated with ticket printing.
- a. **Ticket Pricing.** The NCAA shall establish all ticket prices, including tickets for suites, standing room only and suite fees, no later than nine months prior to the championship. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the championship expenses, and further revenue sharing opportunities. Suite fees charged in the sale of suites to new and existing suite holders shall be retained by the competition venue, as will catering revenue for those suites. Suite fees shall not be charged on suites allocated or assigned to the NCAA. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization and the bid respondents shall specify any state or local tax exemption that will be

granted to the NCAA. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed and any increases in the tax rates from the time the bid submission shall be absorbed by the bid respondent or rebated back to the NCAA if bid respondent is approved for a NCAA championship.

- b. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC and competition venue as needed. The LOC and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange).

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk-up sales and day of event issue resolution in the box office.

7. Suites.

- a. **NCAA Suite Allocation.** At the time of the bid, the competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees with a minimum of five (5) suites or boxes, all located within the baselines and on the lowest suite level, shall be under the control of the NCAA for its exclusive use. All face value ticket revenue from such suites will belong to the NCAA.

The NCAA will allocate tickets available for purchase, as necessary to the LOC and/or competition venue, for those suite holders displaced to fulfill the NCAA suite seat requirements.

Suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.

- b. **Existing Suite Holder Opportunities.** Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff shall solicit and confirm suite purchases by suite holders no later than October 1 preceding the Women's Final Four. At that time, suites not purchased by existing suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.
- c. **New Suite Holder Opportunities/Sales.** Any suites not purchased by existing suite holders or used by the NCAA for additional opportunities shall be made available for purchase through the competition venue. The competition venue will maintain a waitlist, if necessary, for interested suite purchasers prior to the public on-sale. Suites will then be made available for purchase through the competition venue on the same date as the public on-sale.

8. LOC Ticket Policies.

- a. **Allocation.** The LOC may be allocated up to but not more than 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC guests, including but not limited to local contributors.
- b. **Ticket Allocation Limitation.** No more than 20 lower level tickets shall be made available from the host institution/conference, LOC or competition venue to any one entity.
- c. **Assignment Information.** The LOC will provide the NCAA with the names of those individuals assigned to each seat within the LOC's ticket allocation.

9. ADA Seating and Accessibility.

The NCAA requires that the competition venue is in full compliance with all applicable city, state or federal laws and regulations, including those concerning access and seating for persons with disabilities.

The competition venue must disclose its history of compliance with ADA regulations and any previous or pending actions or suits and ensure compliance for the Women's Final Four. The competition venue shall be responsible for any costs imposed on the NCAA that result from disabled access non-compliance of the competition venue in its condition prior to the onset of the Women's Final Four.

10. Equipment.

The competition venue shall provide standard basketball playing equipment, as detailed in Rule No. 1 of the NCAA Basketball Rules and Interpretations, including state-of-the-art scoreboards, high definition video boards, in-house cameras, sound system, in-house television/radio/Internet/wireless network/channels, backboards and complete goal standards and rims if not provided by the NCAA, as well as back-up systems for scoreboards, shot clocks and goal standards. The competition venue shall also provide risers, platforms, carpeting, tables, chairs topping, skirting, soft furniture, pipe and drape, temporary hard walls, fencing, barricades, staging, steps and handrails for operation and outfitting of NCAA space assignments.

11. Playing Floor.

The NCAA and its designee will provide a playing floor. The competition venue will provide staffing, at no cost to the NCAA, to install and remove the floor.

12. Products.

- a. The NCAA and its designated representatives shall have the right to provide complimentary food and beverages of its choice in the team and game officials locker rooms, NCAA/LOC hospitality areas, NCAA committee hospitality areas, corporate champion/partner hospitality area, media refreshment/buffet area, team benches, courtside media areas, including the official scorer's table and all courtside media rows and/or other work areas. The NCAA may provide cups, coolers, bench towels, bench chairs, ice chests, squeeze bottles, cooler carts and product with commercial marks to all competition venue areas, including all courtside areas.
- b. The NCAA and its designated representatives shall have the right to provide equipment including but, not limited to backboards, rims, nets, goal standards, a playing floor, basketballs, bench towels, water coolers, chairs, 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.

13. Electrical. At no cost to the NCAA, the competition venue shall provide sufficient and reliable electrical power and a minimum of one power outlet for each seat in all broadcast booths, press locations and identified media work and interview areas for the operation and transmission of television and radio broadcasts, operation and transmission of all NCAA interviews and for the operation of equipment. This includes both courtside and back of house areas, including but not limited to, NCAA office spaces, media workroom, media interview room, interview breakout rooms, audio/video distribution area, credential distribution area, upper press box, team lounge, team gift suite, as well as the team and band/cheer entrances, and any work areas assigned to the NCAA's broadcast partner and/or other NCAA designees located on competition venue property.

14. Compound Power. Access to sufficient electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. The following standards are a minimum of what is required for sufficient power within 150ft of television compound:

- 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 minimum of a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down. This will be the responsibility of the host if sufficient house power is not available.

15. Telecommunications/Data/Wireless Services. Telecommunications support in the installation and provision of telephone lines, hard-wired and wireless data services and related equipment will be provided by the facility. At its expense, the facility shall provide voice and data services for the NCAA staff, participating institutions, approved support personnel and the media coordination committee, including one hard-wired, high-speed data connection for every two courtside, upper media, and workroom seats. This is in addition to complimentary wireless services, which must support approximately 750 users and additional broadcast partner specifications, shall be available via secure access in both the courtside and back of house areas. Telephone lines, data services and equipment will be installed and operational no later than noon on the Tuesday of the Women's Final Four week.

16. In-Venue Production Capability. 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. The competition venue, at its expense, shall provide a full in-venue production for all NCAA event days in addition to one rehearsal day. This production shall include a fully staffed and operational in-venue broadcast/video board control room on all event/rehearsal days (e.g., game days and load-in days). In addition, the production shall include access and use of control room equipment no later than 8 a.m. Monday prior to the Women's Final Four for any pre-production needed, editing suites, play back equipment, video storage and editing systems. Lastly, any new technologies or additional staffing resources (i.e. LED lightning, gobos, IFB's, etc.) that the

competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production if deemed necessary by the NCAA staff.

Minimum equipment requirements include: character generator, HD video playback server-capable of storing at least six (6) GB of content, video switcher-capable of handling at least six (6) sources, video replay machine- capable of four (4) in and two (2) out, four (4) cameras, a multi view monitor and an audio playback device. Minimum personnel requirements include: director, technical director, video playback operator, LED/ribbons operator, table board operator, character generator operator, replay operator, audio operator, control room EIC, four (4) cameramen, two (2) utilities and a DJ/music playback operator (if NCAA does not bring in their own DJ/music operator).

17. Space Assignments. No later than 12 months prior to the Women's Final Four, the NCAA women's basketball staff will begin determining the media space assignments in conjunction with the competition venue staff, tournament manager and host media coordinator. At its expense, the competition venue shall provide the following space assignments, all subject to the approval of the NCAA. (Note: Competition Venue Space Assignments and Specifications document will be available on the Collaboration Zone.)

- a. **Team Locker Rooms.** Four locker rooms, of comparable size and quality, with separate showers and restrooms, shall be designated for the participating teams. The competition venue shall make game clocks and television monitors available in each team locker rooms.
- b. **Coaches Rooms.** 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. **Officials' Locker Rooms.** Two locker rooms, with separate showers, must be available to accommodate a minimum of seven game officials on game days. The locker rooms should not be in close proximity to the team locker rooms.
- d. **Athletic Training Room.** A fully equipped training room shall be available and certified athletic trainers must be present for all practices and games at the competition venue. X-ray equipment shall be available on-site during the Women's Final Four and X-ray technicians shall be on-site on game days. A minimum of two stationary exercise bikes shall be available for team use within the athletic training room.
- e. **NCAA Offices.** The competition venue shall designate four areas of private space, appropriately furnished, for NCAA offices. The separate areas will be used by the Division I Women's Basketball Committee, in-venue presentation staff, media coordination staff and games management staff.
- f. **NCAA Merchandise Storage Area.** In cooperation with the NCAA official event merchandiser, the competition venue shall receive shipments of and provide storage space for merchandise. The NCAA official event merchandiser shall have access to the loading dock and storage space throughout the event.

- g. **Courtside Media Seating.** The competition venue shall provide chairs and tables for a minimum of 300 individuals utilizing courtside and upper press box seating. There shall be two rows of seating on the scorer's table side (including the official scorer's table) and one or two rows of seating on the press row side. The remainder of the media seating shall be a combination of upper press box, upper press booths and possible buildouts in ticketed and ADA areas that may require killed seating sections.
 - h. **Media Workroom.** The competition venue shall designate an area to accommodate a minimum of 220 individuals. Tables should be draped with dark skirting and topped with white vinyl and must be either 30 or 36 inches wide. All walkways must be carpeted. Seating for an additional 30 individuals shall be designated as a work area for photographers to include one hard-wired data connection and at least one power outlet for each seat.
 - i. **Media Interview Room.** The competition venue shall designate an interview room for 75 individuals seated theater-style. Sight lines should be unobstructed. The minimum ceiling height is 10 feet, though desired ceiling height is 20-25 feet, with rigging points in the ceiling. This area should be free from background noise (e.g., from playing floor or HVAC systems) and should be able to access the venue's high-speed wireless network. The space must accommodate an 8-foot by 24-foot dais. The dais minimum height should be no lower than two feet, depending on ceiling height and configuration. All riser sections must be securely clamped together. One set of steps with handrails should be installed on the end closest to the interview room holding area. Safety rails, a minimum of four feet high, must be installed on the rear and sides of the dais.
 - j. **Media Refreshment/Buffer Area.** The competition venue shall designate a refreshment/buffet area to accommodate a buffet flow of 250-300 individuals. The LOC shall provide continuous snacks and beverages for the media throughout a designated time period during the Women's Final Four.
 - k. **Broadcast Partner Host Set.** The competition venue, in conjunction with the NCAA and its broadcast partner, shall determine space for an elevated platform approximately 20 feet by 20 feet in size, in the general public seating area for the television host set with minimal seat kill implications. The NCAA's broadcast partner will be financially responsible for constructing the platform. At the facility's expense, the NCAA may request portions of the competition venue's seating infrastructure (seats, railing and the like) be removed to accommodate the broadcast partner's host set location.
 - l. **Broadcast Partner Operations Space.** The competition venue, in conjunction with the NCAA and its broadcast partner, shall determine a 300-400 square foot space each for the talent green room, interview room and operational command center, as well as a separate dining area for 120 production crew members.
- 18. NCAA Experience Hospitality.** The NCAA reserves the exclusive right to create and sell "NCAA Experience" hospitality packages (which may include tickets) for the championships and any ancillary events. The competition venue shall hold all space for possible hospitality use at no cost and subject to no food and beverage minimums. This space, preferably, shall be within the ticketed area. If no appropriate space exists within the ticketed area, the host shall offer alternate off-site options for hospitality in close proximity to the competition venue. The distribution of alcohol may

be permitted only if logistics of security are reviewed and approved in advance by NCAA staff. Any hospitality packages contemplated by the LOC/host must be approved in advance by the NCAA.

19. Parking. At its expense, the competition venue shall be responsible for the provision, maintenance and security of parking areas. The competition venue may retain all income from parking fees charged on game days.

a. **Complimentary Parking Spaces.** At its expense, the competition venue shall provide a minimum of 275 complimentary parking spaces in prime locations for use by the media, the NCAA, participating institutions, the NCAA's broadcast partner, NCAA's designees and the host institution/conference.

b. **Broadcast Partner Parking.** At its expense, the competition venue shall designate a minimum of 15,000 square feet of parking space immediately adjacent and accessible to the playing floor to accommodate television truck parking. The space must accommodate a minimum of four 66-foot x 20-foot production trailers, two office trailers, generator, 40-foot box truck and a satellite uplink truck. The parking area should be paved, level and within 150 feet to the cable panels.

20. Competition Venue Staffing. The NCAA requires that competition venue/game day staffing be at an equivalent level for sold-out events at the competition venue. The cost for meeting these staffing standards is the responsibility of the competition venue. For the purpose of this definition, competition venue/game day staffing shall include the following: (1) security, (2) maintenance, (3) janitorial and cleaning, (4) ticket takers, (5) ushers, (6) police department, (7) fire department, (8) EMS, (9) video board operations, (10) parking, (11) traffic control, (12) catering and (13) guest services.

21. Souvenir Merchandise. (Refer to Section 4.B, Merchandising Policies.)

22. Game Program Sales. The NCAA or its designee has the exclusive right to distribute game programs at the competition venue during the term of the agreement. The competition venue shall sell the programs delivered by the NCAA or its designee at an open practice day and on each game day. The competition venue will provide and pay all vendors. The competition venue agrees that, in consideration for the services it provides to the NCAA (or the NCAA Program Partner) in the distribution and vending of game programs, it will not demand or receive a commission rate greater than twenty percent (20%) commission fee. The competition, practice and/or ancillary event venue(s) will receive a commission of 20 percent (20%) of gross sales and shall provide and pay all vendors from this commission, and that any such commission payable to the competition venue will be paid directly by the NCAA Program Partner, and not an obligation of the NCAA.

23. Food and Beverage Concessions.

a. The competition and/or practice venue(s) shall retain, operate and control all food and beverage concession rights subject to the provisions of this section, unless otherwise prescribed by the NCAA.

- The NCAA and its designated representatives shall have the right, with no obligation to make payments of any kind to the competition venue and surrounding areas/facilities that are to be used or their concessionaire or any other third parties, to provide food and

beverages of its choice in any areas other than those for general fan concessions including, but not limited to, the locker rooms, media refreshment area, other working areas, private suites or gathering areas, hospitality space and office space as noted herein. If NCAA Corporate Champion/Partner requests to sample/sell product within venue footprint for general fan consumption, the competition venue agrees to make best efforts to accommodate or negotiate the parameters.

- b. The competition venue or its concessionaire shall provide food and beverages (and related services) to the NCAA and its designated agents at costs not greater than the most favorable pricing that the venue (or its concessionaire) offers or makes available to other clients or customers that have used, or will use, the venue.
- c. Unless prior approval is granted from the NCAA, no food or beverages of any nature may be vended or dispensed in the seating areas during actual competition; however, they may be sold in the seating areas before and between contests as specified by the NCAA.
- d. **Alcoholic Beverages.** Alcoholic beverages may be sold and dispensed at NCAA division I championship and ancillary events, provided that the host, venue, and/or concessionaire:
 - (1) Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty, and insurance obligations; and
 - Verification
 - (2) Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.
 - (3) Agree to meet the NCAA's expectation for a share of the revenue derived from the sale of concessions during the event with the NCAA, expressed either as a flat per cap for each session of the event or a percentage of sales, with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of

the host for the applicable championship. The NCAA invites prospective hosts to offer a proposed share of concessions revenue (expressed as a per cap or percentage of sales) in its host bid submission.

- e. **Catering.** Food and beverage provided by the competition venue's contracted caterer during the NCAA's event dates shall be provided at a twenty percent (20%) discount off the caterer's list prices, inclusive of orders placed by the NCAA and LOC. The competition venue will guarantee that menu pricing for the awarded year will have no more than a three percent (3%) maximum annual increase from the 2020 menu pricing. The NCAA will have the option, without any fees or payments due to the competition venue and/or caterer, to bring food and beverage into the competition venue for groups smaller than twenty people when the competition venue is closed to the public.

At its expense, the LOC should provide catering in-venue for media, games management, participating institutions (including student-athlete lounge, NCAA committee and staff (snacks and meals).

- f. **Souvenir Cups.** The competition venue concessionaire shall agree to purchase and sell soft drinks in NCAA souvenir drinking cups. The NCAA shall provide the cup design and vendor information for placing the order.

24. Advertising/Signs/Décor/Commercialism.

- a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition approved by the NCAA. Any permanently-affixed advertising banners, signs, cup holders, select equipment bearing corporate marks, product/exhibit displays shall be covered with décor elements or other NCAA directed elements by the competition at the expense of the venue and/or LOC as specified by the NCAA, including costs of production and installation and strike. All professional signage/marks/pennants/banners/retired numbers/etc. must be covered or removed at the venue's expense unless approved by the NCAA.
- b. **Alcohol/Tobacco/Gambling.** All tobacco and gambling advertisements/corporate identification must be covered on the concourse level and on the exterior of the competition venue. All other advertisements/corporate identification must, at a minimum, not be backlit.
- c. **External Signs.** All exterior venue corporate signage, including professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA.
- d. **Commercially Named Competition Venues.** The competition venue name/logo at the top of the scoreboard (regardless of the number of appearances) may remain uncovered. Backlit lights on the arena name/logo to be turned off. If the competition venue name is not on the scoreboard, but appears elsewhere in the arena bowl, two mentions may remain uncovered, with backlights off.

- e. **NCAA Corporate Champion/Partner Banners.** The NCAA shall have the right to display NCAA corporate champion/partner banners and NCAA signage on the concourse, within the competition bowl and venue exterior without limitation.
- 25. Security Plan.** The development and implementation of a security plan is the responsibility of the competition venue staff. The competition venue staff shall consult with representatives of the appropriate public safety agencies (e.g., local, state and national law enforcement agencies (e.g., police, FBI, ATF, Secret Service, Homeland Security, etc.), fire departments, hazardous materials response units, state and local emergency management agencies, local public officials and emergency medical services). The security procedures for the Women's Final Four must address preparation, response, communication and recovery.

SECTION 2.F - LODGING PROGRAM

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 5 hotels are requested: 1 NCAA Headquarters hotel for NCAA, media and game officials; and 4 hotels for the 4 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 Bid Committee 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. The Bid Committee 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 finalists have been announced, 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 (which will be available on the Collaboration Zone).

SECTION 2.G - TRANSPORTATION SYSTEM

The LOC will work in conjunction with the NCAA staff and its official provider of transportation services to develop and execute a transportation plan. The transportation plan shall include a shuttle bus system, courtesy car program and special guest transportation program.

1. Financial Obligations.

- a. The LOC shall be financially responsible for providing:
 - (1) Shuttle bus service between designated hotels and special event sites (e.g., Salute venue, Super Saturday Concert, Committee outing, pre-game hospitality (if not held at the competition venue));
 - (2) Shuttle bus service from the airport to selected hotels on the two days prior to and day of the national semifinals and the day after the national championship. The NCAA will consider existing transportation options from the airport to hotels should it be the most efficient option in terms of time and finances, as deemed appropriate by the NCAA.;
 - (3) In-town shuttle bus service between the NCAA headquarters hotel, NCAA fan festival, convention center, WBCA hotels and the competition venue to accommodate approximately 5,000 individuals;
 - (4) Police escort service for teams to and from the airport and their hotels, to and from the competition venue on practice days and game days, to and from off-site practice facilities and to and from the Salute;
 - (5) Necessary parking, tolls and security shall be provided at no expense to the NCAA;
 - (6) Courtesy car program management by a company or selected individuals and volunteer drivers or professional drivers for the program. The courtesy car program is offered to committee, NCAA staff and designated NCAA guests; and
- b. The NCAA shall be financially responsible for providing:
 - (1) Management fee for the official provider of transportation services; and
 - (2) Courtesy car vehicles.

2. Volunteers. The LOC will establish a committee consistent with the LOC Organizational Chart. (Refer to Section 2.A).

3. Equipment.

- a. At the LOC's expense, barricades or bike racks must be used at the competition venue in the passenger loading and unloading areas in order to facilitate bus and vehicle loading/unloading.

- b. The signage program for the transportation system shall be designed, managed and implemented by the NCAA as detailed in the Bid Committee/LOC Committee section of these bid specifications.
 - c. At the LOC's expense, each of the four team busses will be wrapped in Women's Final Four décor.
- 4. Staging Area/Boneyard.** Shuttle buses shall be staged in a central location near the airport, team hotels and competition venue at the venue or LOC's expense. If loading zones are in metered areas, the LOC is responsible for the expenses associated with those bagged meters.
- 5. Courtesy Car Program.** At its expense, the NCAA will arrange for approximately 30 courtesy vehicles to be delivered to the LOC by its designee. The LOC shall assist the NCAA in the pickup, pre-/post-inspection and distribution and return of these vehicles. The NCAA reserves the right to have the LOC provide professional drivers, at the LOC's expense, for the vehicles.
- a. **Insurance.** The insurance purchased by the NCAA, as part of the rental agreement, will cover all drivers, including the courtesy car liaison, volunteers who assist with transportation, game officials, committee and NCAA staff. All vehicles are covered with 24-hour roadside assistance. The LOC may purchase additional insurance at its discretion and expense.
 - b. **Participating Institution Delivery/Return.** Each vehicle will be delivered with a full tank of gas. A courtesy car informational packet, user information and keys, should be provided to the participating institution's primary administrator upon check-in at the team hotel. The participating team's primary administrator shall return the vehicle to his/her hotel and leave the keys at the hotel's front desk. The vehicles must be returned to the rental car company with a full tank of gas.
 - c. **Vehicle Distribution.** All vehicles will be available for distribution beginning no earlier than five days before the semifinals and must be available for the rental car agency to pick up by 5 p.m. on Monday following the Women's Final Four. Vehicles shall be available to teams upon their arrival at the team hotel.
 - d. **Motor Vehicle Record (MVR).** The NCAA requires that the LOC run and pay for an MVR on all volunteer drivers, professional drivers, LOC drivers and necessary transportation services staff.
- 6. Anti-Gouging Commitments.** The NCAA requires firm and binding anti-gouging commitments from bus, taxi, rideshare and rental car companies. Rates for buses and limousines may not exceed existing tariff rates as of June 1 of the year prior to the Women's Final Four, where tariffs apply.

SECTION 2.H - VOLUNTEERS

The LOC is responsible for the creation, implementation and execution of an extensive volunteer program, including a comprehensive recruiting and shift assignment program. The volunteer program will require approximately 3,000 volunteer shifts, inclusive of all official, ancillary and special event needs.

1. Volunteer Policies.

- a. **Age Requirement.** Volunteers must be 18 years of age or older. Individuals with driving responsibilities must be 25 years of age or older.
- b. **Student-Athlete Volunteers.** Student-athletes or prospect-aged individuals may not be recruited any differently than general public volunteers. The LOC cannot make a specific volunteer presentation to student-athletes of the host institution/conference. Student-athletes and prospect-aged individuals may apply to volunteer in the same manner as individuals from the general public. Student-athletes and prospect-aged individuals must be selected by the same criteria as the general public applicants.

2. Volunteer Selection.

- a. **Recruiting Organization.** At the LOC's expense, it shall select an organization that has extensive experience in recruiting, training and managing volunteers. The NCAA recommends that volunteer recruiting begin no later than nine months in advance of the Women's Final Four. Organizations that are solicited and provide volunteers shall not receive corporate recognition or identification.
- b. **Selection Guidelines.** Volunteers shall be selected on their knowledge, pride in their city and customer service attitude. Key volunteers must have the ability and flexibility to make a significant time commitment. At the LOC's expense, a background check for every application will be required. The LOC must also run and pay for a Motor Vehicle Record on all volunteer drivers, professional drivers, LOC drivers and necessary transportation staff. The NCAA will provide guidance on the required background checks all volunteers must complete. The NCAA and the LOC shall encourage recruitment and selection of a diverse pool of volunteers, reflective of the broadness of the host community.
- c. **Training Sessions.** At its expense, the LOC shall conduct a minimum of two large seminar-type training sessions, as close to the event date as possible, to familiarize the volunteers with the policies, guidelines and purpose of the volunteer program. Please note, NCAA fan festival volunteers may require an additional training session. Subsequent to the seminar-sessions, committee chairs should conduct volunteer training sessions for their respective operational areas.
- d. **Volunteer Handbook.** At its expense, the LOC shall create a volunteer handbook, providing Women's Final Four information, volunteer responsibilities, maps, phone numbers and other pertinent information.

3. Volunteer Uniforms.

- a. **Financial Responsibility.** At its expense, the LOC will provide uniforms (e.g., hat, polo shirt, jackets, etc.) to its volunteers. The LOC shall acquire a maximum of 2,000 complete uniforms.
- b. **Production Management.** The NCAA will coordinate the ordering and production of the volunteer apparel and will consult with the LOC regarding the design, colors and vendor selection. The NCAA will solicit bids from NCAA licensees to provide the apparel, unless an official volunteer apparel provider of the NCAA is determined. The ordering process will occur approximately 4 months prior to the Women's Final Four event.
- c. **NCAA Corporate Champion/Partner Support.** The NCAA will solicit financial support from the NCAA corporate champions/partners to minimize the financial responsibility of the LOC.

4. Volunteer Parking/Transportation.

The LOC, at its expense, is responsible for coordination and execution of all parking and transportation plans for volunteers.

5. Volunteer Meals.

The LOC, at its discretion and expense, may provide meals and snacks to volunteers.

6. Volunteer Recognition.

- a. **Appreciation Event.** At its expense, the LOC is strongly encouraged to host a post-event volunteer appreciation event. If possible, this event should be in conjunction with the Women's Final Four wrap-up meeting six to eight weeks after the Women's Final Four.
- b. **Volunteer Recognition.** At the conclusion of the Women's Final Four the LOC, at its expense, may create a recognition memento for the local community and volunteers.

SECTION 2.1 - ANCILLARY EVENTS/PROGRAMS

- 1. Insurance.** All venues holding any ancillary event must provide the appropriate insurance according to the Insurance Description. (Refer to Section 4.A, Insurance Description).
- 2. Event Activation.** All ancillary events/programs in a given year will take place at the NCAA's sole discretion. Ancillary Events/Programs taking place in a given Women's Final Four year will be determined on a year-by-year, city-by-city basis based on many factors.
- 3. Marketing.** The LOC is responsible for marketing and promoting the ancillary events in conjunction with the Women's Final Four. The LOC, in cooperation with the NCAA, shall develop a comprehensive marketing plan including, but not limited to, digital, social media and grassroots marketing strategies to increase awareness and attendance at the ancillary events.
- 4. Role of Production Company.** The NCAA will hire a production company ("designee") to lead planning, organization and execution of the Salute and NCAA fan festival on behalf of the NCAA.

NCAA Planned Events/Programs

The NCAA stages a variety of additional Women's Final Four-related events during the Women's Final Four, requiring the LOC's assistance in securing venues, participating in meetings as needed, etc.

Championship Meetings. The NCAA will conduct various meetings throughout the Women's Final Four event and will request LOC participation in each. Depending on the scope of each meeting, members of the LOC will be asked to attend and present, when necessary. The LOC may also be asked to assist in securing meeting space and inviting local representatives to attend.

Committee Alumni Event. The LOC in collaboration with the NCAA will host a committee alumni event to include all former committee members, current committee members and current Women's Basketball Oversight Committee members. If the event should take place within an established LOC hospitality or other event, the LOC will be financially responsible.

Future/Prospective Host Program. The NCAA will execute a program tailored to future and prospective hosts of the Women's Final Four with a mission to engage, empower and enlighten hosts through information sharing, education and hands-on opportunities. The NCAA will ask members of the LOC to participate in various aspects of the program as a resource to future and prospective hosts.

Junior Journalism Workshop. The NCAA Girls Junior Journalism Workshop teaches middle school age girls the roles and responsibilities of journalists. Workshop participants will be credentialed to observe Women's Final Four team practices with active participation encouraged at the coaches' news conferences. Participants will learn radio, television and blogging techniques, while receiving instruction from local and national media professionals and aspiring journalists from local colleges and universities. Stories generated by participants will be posted online during the Women's Final Four.

NCAA/LOC Staff Dinner. The NCAA will host a dinner for the LOC working staff, LOC leadership team and NCAA women's basketball staff during the last site visit in February prior to the Women's Final Four.

The LOC will assist the NCAA in selecting a site and the NCAA will be responsible for all arrangements and expense.

NCAA Fan Festival. The NCAA fan festival is an interactive and educational fan event including competitions, basketball clinics, prizes, autograph sessions, special guest appearances, trivia contests, entertainment and Corporate Champion/Partner activations. Refer Section 2.I.2 for a more detailed description.

NCAA Legacy Court Restorations. The NCAA will organize a day of service including a restoration of a high-quality basketball court and a beautification project surrounding the court. The NCAA and any participating partners will work with the LOC to identify the location of the court. The NCAA, LOC and participating partners will share the cost of this program.

Party on the Plaza. The NCAA will host a pre-game event outside the facility that is open to the general public prior to the national semifinals and the national championship. The LOC/facility shall assist in recommending to the NCAA an appropriate site, equipment and logistical needs for Party on the Plaza.

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. The competition concludes in April during the Women's Final Four and the top "Final Four" schools will win a field trip to the NCAA fan festival where they will be recognized in a special award ceremony.

Red Carpet Arrivals. If requested by the NCAA, the LOC shall be responsible for coordinating and managing the red carpet arrival of the two teams competing on the day of the National Championship, as well as, all staff, volunteer, equipment and logistical needs associated with them at no cost to the NCAA. This includes, but is not limited to, carpet, stanchions, security, A/V needs, transportation and team communication coordination. The host staff should work with the NCAA staff point person for advice, approval, look and collateral.

Salute. This private event is held to honor and welcome the participating institutions and to enhance the student-athlete experience by providing a location and activities which highlight the unique aspects of the host city. Refer Section 2.I.1 for a more detailed description.

Student-Athlete Family Event. The NCAA will host an event for Women's Final Four student-athlete family and guests. The LOC will provide round-trip transportation for the guests to the event, which will take place on the national semifinal game day.

Super Saturday Concert. The NCAA will host a concert on the Saturday in between the national semifinals and the national championship games. The LOC shall recommend an appropriate site for the Saturday Night Concert. The final selection of the event location is at the sole discretion of the NCAA and the event will be coordinated and executed by a contractor of the NCAA.

Team Autograph Sessions. All fans are invited to enjoy the unique opportunity to see the student-athletes up close and personal as the two Women's Final Four teams vying for a national championship participate in an autograph session.

Youth Clinics. NCAA Youth Clinics serve as an NCAA youth outreach initiative. Boys and girls will have the opportunity to learn and enhance their sport-specific, conditioning and life skills with women's basketball coaches, collegiate administrators and basketball experts from various parts of the country. NCAA Youth Clinics encourage children, ages 8-14, to participate in basketball training, as well as on organized team sports, and stress the importance of participation rather than winning. The LOC is responsible for the recruitment process, promoting the clinics, secure key clinic personnel, manage registration and assist on-site.

LOC Planned Events/Programs.

Ancillary LOC Programs. All LOC ancillary programming, local sponsorship and execution of LOC ancillary events must be reviewed and approved in advance by the NCAA.

Beyond the Baseline. The NCAA and LOC will host several functions to empower and engage former student-athletes, businesswomen, women's organizations and local women of influence throughout the 12 months prior to and through the Women's Final Four weekend. The goals of the program include spreading awareness and enthusiasm for the Women's Final Four along with creating unique events focused on supporting women. All Beyond the Baseline events should ultimately be tied with ticket sales. These events should vary in size and scope, while including networking, education and professional development opportunities.

Bounce. First conducted in 2001, this event has become a host community favorite as 2,000+ children and their families take to the streets in the downtown area, bouncing basketballs from a designated location and concluding at The NCAA fan festival. The LOC shall work with the NCAA and local government to determine the optimal day/time for the event, along with the best route. The LOC is responsible for all costs associated with the Bounce, including but not limited to, participant marketing, participant t-shirts and any operational fees (i.e. road closures, security, signage, registration tables/tents, emcee, etc.). The LOC shall also provide personnel (i.e. event manager) to assist with planning and executing the event.

Committee Outing. At its expense, the LOC shall coordinate a committee outing for the NCAA Division I Women's Basketball Committee and their guests (approximately 20 people). The outing should provide the attendees with an opportunity that is unique to the host city.

Hospital Visits. The LOC shall arrange for the band, cheerleaders and mascots from the four (4) Women's Final Four teams to visit local veterans or children's hospitals, preferably at two separate locations.

Junior Journalist. One featured journalist will film segments to be posted online throughout the Women's Final Four weekend. The LOC is responsible for filming and editing this content daily.

Legacy Programs. The NCAA and LOC will work collaboratively to establish a legacy program in the local community. The LOC should identify potential beneficiaries and present those to the NCAA. Approximately one month after the conclusion of the championship, the LOC will coordinate a legacy press conference in the host city to recap the event and detail the impact on the local community.

LOC Tip-Off Event. At its expense, the LOC can host an event in the arena on Thursday night to honor LOC members, local dignitaries, contributors and any other guests for their commitment to bring the Women's Final Four to their city. This event has become a unique opportunity for the LOC to provide their guests with early access to be in the Women's Final Four facility prior to the games.

Play4Kay. The LOC will work in conjunction with the NCAA and the Kay Yow Cancer Fund to produce a Play4Kay event in during the Women's Final Four weekend with proceeds benefitting the Kay Yow Cancer Fund. The NCAA will ask the LOC to assign this event to an individual experienced in managing fundraising events.

Pregame Hospitality Functions. These events are hosted by the LOC, at the LOC's expense, and provide an opportunity for special guests of the NCAA and LOC to enjoy hospitality prior to the national semifinal and national championship games.

Special Guest Program. A special guest program, for approximately 50 individuals, and the four (4) participating teams should be implemented to offer concierge-type services to special guests identified by the NCAA. Services provided may include: restaurant reservations, golf tee times, spa appointments, special trips, local transportation, etc. The cost of such services shall be the responsibility of the guest and **SHOULD NOT** be provided as complimentary.

Super Saturday Concert Hospitality. At its expense, the LOC shall host a pre-concert hospitality event for VIPs including selected NCAA and LOC guests.

Sustainability. At its expense, the LOC shall develop a sustainability plan to complement existing environmentally friendly certifications and/or initiatives that will leave a positive impact in the host community. The sustainability plan shall address, at a minimum, materials management (including scope of recycling and/or composting, and metrics behind these efforts), food recovery from NCAA and LOC events to local programs or shelters, alternative transportation options (e.g., mass transit, bike racks, walkability), and a plan for measuring and reporting all pertinent initiatives during and after the events.

Team Welcome Events. Upon arrival in the city, student-athletes and coaches are greeted by fans and members of the LOC to celebrate their accomplishments and welcome the participating institution to the host city. This event, organized by the LOC, commonly showcases the culture and regional flavor of the city and is the team's first impression of the host city.

Tourney Journey Tours. Tourney Journeys are tours in the host community and surrounding areas that allow Women's Final Four fans to enjoy popular tourist sites affordably and with professional tour guides and service. The LOC will coordinate these excursions, but all costs should be paid by the guests booking the experiences.

Volunteer Appreciation Event. At its expense, the LOC can host a post-event volunteer gathering. The NCAA may attend this event, in conjunction with the post-event wrap-up meeting. The event should be hosted no later than mid-May following the Women's Final Four.

Other Events/Programs.

NBA Academy. The NBA Academies initiative was launched for the development of both male and female elite prospects. The NBA Academies Women's Program is a series of basketball development camps for top female prospects from outside the U.S. at the league's academies. The program works directly with talented young women to assist them to develop as players and people. Programming includes on-court and life skills for attendees. The partnership with the NBA Academies provides the opportunity for a celebration of women's basketball as a global sport and to create ambassadors of the game through experiences the Academy participants have during the NCAA Women's Final Four week through community engagement, attendance at the championship games, and scrimmages at the NCAA fan festival. The LOC will be asked to support the sourcing around the NBA Academy hotel properties, court spaces, and additional operational aspects in which standing relationships exist.

Participating Team Alternate Practice Venues. The host institution/conference shall secure four (4) alternate practice facilities with availability on Tuesday, Wednesday, Thursday and Friday from 8 a.m. to 6 p.m. The NCAA requires that each team's practice venue shall be no more than 20 minutes travel time (during peak hours) from that team's hotel and no more than 30 minutes travel time from the competition venue.

These alternate practice facilities are required to have regulation-size playing courts with correct court markings, fully operational clock and scoreboard, secured venue access control and will be offered to the teams at no cost.

Participating Team Pep Rallies/Pre-game Hospitality. Participating institutions are encouraged to conduct pep rallies or pregame hospitality functions at their team hotel. The competition venue shall not provide space within the venue proper for pep rallies or pregame functions. All participating team pre-game functions are required to conclude 60 minutes in advance of the tip-off of the first national semifinal game.

WBCA National Convention. The Women's Basketball Coaches Association (WBCA) will conduct its annual convention in the host city in conjunction with the Women's Final Four. Convention programming typically runs Thursday through Sunday with approximately 2,400 registrants and 250 vendors participating. Refer Section 2.1.3 for a more detailed description.

Welcome Desks. Welcome desks/information tables will be located at each official NCAA hotel, WBCA hotel, NCAA fan festival venue and airport. The Welcome desks will provide visitors with Women's Final Four specific information and will be staffed by volunteers.

Additional Considerations

The following items are included as additional considerations to the bid process. These items will be discussed during the December progress and planning meetings to gauge interest and viability by each bid city. The committee may give additional consideration to prospective hosts that can commit to these additional items as a part of the bid.

Other Association Meetings, Events and Conventions. In an effort to align more women and industry professionals to the Women's Final Four, the NCAA will request assistance from the LOC to recruit new groups (e.g. national associations) to hold an event (e.g. board meeting, convention, think tank, focus

group, seminar, symposium) in the city during the Women's Final Four weekend. Recognizing the opportunity for synergy and collaboration with Women's Final Four, these groups can utilize established Women's Final Four programs (e.g. Beyond the Baseline), relevant contributors (e.g. keynote speakers, panelists, subject matter experts), hospitality, entertainment, Tourney Journeys and other ancillary events – all of which will provide value to them and enhance their event/meeting. The LOC will also assist with securing hotel rooms and meeting space for these new groups.

Regional Round Host. Cities bidding to host Women's Final Four are also encouraged to submit a bid to host a regional round of the tournament. 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.

NCAA is currently accepting bids for the 2023, 2024, 2025 and 2026 regionals. Bid specs can be viewed at www.ncaa.org/bids.

SECTION 2.1.1 - SALUTE

The NCAA will host an event honoring the four participating teams on the evening two days prior to the national semifinals. This event is a private party for the student-athletes and their select guests only. There is not a general public component to the Salute. The Bid Committee shall recommend an appropriate site for the Salute based on the minimum specifications outlined below. The final selection of the event location is at the sole discretion of the NCAA.

1. Availability.

- a. **Move-In/Move-Out.** The Salute venue shall be available for move-in no later than 8 a.m. one day prior to the Salute event date. Move-out will conclude by 5 p.m. the day after the Salute event.
- b. **Venue Condition.** The Salute venue shall be clean, lighted with heat and/or air conditioning capabilities and shall be in compliance with all applicable city, state or Federal laws and regulations, including those concerning access for the disabled.
- c. **Financial Arrangements.** The LOC shall arrange for a venue where the NCAA shall conduct this event on Wednesday evening preceding the national semifinals. The venue will be provided at no cost (e.g. rental fee, utilities expense, internet, staffing, security, etc.) to the NCAA or the NCAA's production company.

2. Venue Specifications.

- a. **Salute Space.** The Salute venue shall provide column-free space for a minimum of 200 individuals (round table seating), with additional space for audio visual set-up, within three miles of the NCAA headquarters hotel, competition venue or NCAA fan festival.
- b. **Exclusive Use.** The Salute venue shall provide all rights to the NCAA for exclusive use of the Salute venue during the agreed time, with the NCAA retaining the right to rent and assign space to third parties as necessary at the NCAA's sole discretion.
- c. **Load/Unload Space.** The Salute venue shall provide complimentary space for decorating companies to load/unload and, preferably the ability to leave a mutually agreed upon number of vehicles at the dock/curbside of the venue, at no additional charge to the NCAA.
- d. **Utilities.** At no cost to the NCAA or its designee, the Salute venue shall provide sufficient utilities including electrical power, water hookups, phone and internet as needed to execute the event. For ancillary exhibits (e.g. television trucks), the Salute venue shall provide power and internet at a rate not more than the lowest rate provided for any client during the two years preceding the Women's Final Four.
- e. **Parking.** The Salute venue shall provide complimentary parking space along the exterior of the Salute venue for a minimum of two production trucks and 20 NCAA authorized vehicles (e.g. team buses, decorator vehicles, etc.). In addition, the Salute venue should be prepared to provide parking options/directions for guests attending the event.

- f. **Production Office.** At no expense to the NCAA, the Salute venue shall provide a production office with Internet service (wireless or hard wired) for NCAA staff and designee.
- g. **Products.** The NCAA and its designated representatives shall have the right to provide complimentary sampling of food and beverages of its choice and refreshments for any occupied space. The NCAA may also provide cups, tableware, etc., with commercial marks (e.g., Coca-Cola). The NCAA shall have no obligation to make any payments to the venue or its concessionaire or any third parties in this regard (and/or to utilize any venue and/or LOC preferred concessionaire or other third-party vendor of the venue and/or the LOC).
- h. **Catering.** The Salute venue agrees to set and prepare five percent (5%) over the guarantee at all food functions. Further, the Salute venue agrees to provide a twenty percent (20%) discount on total food and beverage spend. The Salute venue will guarantee that menu pricing will have no more than a three percent (3%) increase from June, one year prior to the Women's Final Four.
- i. **Audio/Visual.** The Salute venue agrees to provide the NCAA and its designees a twenty percent (20%) percent discount on all audio-visual spend.
- j. **Permanent Advertising Signs.** Other than permanent advertising signs outside the venue proper, no promotional, public relations, political, alcohol, gambling or tobacco related advertising or advertising activity may take place in the venue area during the time the venue is leased to the NCAA, without the advance written approval of the NCAA.

No advertising, banners, signs or displays of any kind may be hung, posted or displayed anywhere within the Salute venue space during the dates the venue is leased to the NCAA, other than advertising, banners, signs and television and radio banners designated in advance by the NCAA or its designee. Any advertising, banners, signs or other displays (other than those approved by NCAA in advance) shall be covered by the Salute Venue at its expense, as designated by the NCAA.

- k. **Security.** The Salute venue shall have a comprehensive security/emergency-situation plan. At no cost to the NCAA or its designee, the Salute venue is required to provide experienced, qualified security personnel in all positions for the event.
 - l. **Staffing.** The venue shall provide, at no cost to the NCAA, and pay for all services deemed necessary by the NCAA, including but, not limited to audio visual services, janitorial services, security personnel, maintenance and clean-up of the venue. All such personnel are to be under the sole direction and control of the venue and are not to be considered employees or agents of the NCAA, excluding security personnel.
- 3. Insurance.** All venues holding any ancillary event must provide the appropriate insurance according to the Insurance Description. (Refer to Section 4.A, Insurance Description.)

SECTION 2.1.2 – NCAA FAN FESTIVAL

The NCAA offers women's basketball fans an interactive experience at or near the site of the Women's Final Four competition venue. The multiple-day event begins on the national semifinal game day or one day earlier and concludes on the day of the national championship game.

Selection of proposed location is at the sole discretion of the NCAA. The NCAA will provide an NCAA fan festival commitment document, which each fan festival venue must review and agree to the terms. A final version of the commitment document must be included in the final bid submission (April 2020).

The venue shall be provided at no cost to the NCAA, and, unless expressly stated to the contrary below, all costs to perform the LOC and venue obligations in connection with the NCAA fan festival shall be the responsibility of the LOC and venue (and not the responsibility of the NCAA and/or its designees). The Bid Committee should work with the proposed venue to clearly define financial responsibility. Once determined, this should be included in the proposed budget, LOC Agreement and the NCAA Fan Festival Commitment document where applicable.

The Bid Committee shall recommend an appropriate site for the NCAA fan festival based on the minimum specifications outlined below. The final selection of the event location is at the sole discretion of the NCAA.

1. Availability.

- a. **Move-In/Move-Out.** The facility shall be available for move-in no later than 8 a.m. six days before the national semifinals. Move-out will conclude by midnight two days following the national championship game.
- b. **Facility Conditions.** The facility shall be clean, lighted with heat and/or air conditioning capabilities and shall be in compliance with all applicable city, state or Federal laws and regulations, including those concerning access for the disabled.
- c. **Financial Arrangements.** The venue and services (e.g. rental fee, utilities expense, staffing, parking, security, internet, etc.) outlined below will be provided at no cost to the NCAA or the NCAA's production company.

2. Facility Specifications.

- a. **Facility Space.** A minimum of 150,000 square feet of first-class exhibit space, for use as the NCAA fan festival area and to host various on-court and on-stage events. This space will ideally be adjacent to the competition arena but must not be outside of a one-half mile radius of the facility.
- b. **Indoor or Outdoor Space.** For host cities that are in warmer climates (anticipated daytime temperatures in the 60's or above) outdoor space will be considered and should be provided as an option. However, in most cases the preferred space would be in an adjacent convention center or large hall which could provide 150,000 square feet of lighted, heated, barrier free space which is in compliance with all regulations noted above.

- c. **Exclusivity.** The facility shall confirm that no agreement or understanding will be made that would entitle any corporation or third party (other than the WBCA or NCAA affiliates and designees) to hospitality, fan activity or entertainment privileges in the facility area, or limit/prohibit the ability of the NCAA to offer such hospitality, fan activity or entertainment. Should other entities desire space, the NCAA retains the right to rent all convention center space and assign space to third parties as necessary.
- d. **Meeting Space.** At no cost to the NCAA, the facility shall provide 20,000 square feet of meeting room space located adjacent or close to the NCAA fan festival exhibit halls/venue space. Meeting rooms are used for the NCAA fan festival command center, storage, talent green rooms and volunteer check-in and break rooms.
- e. **NCAA/Production Company Break Room.** At no cost to the NCAA, the facility shall provide a break room for the NCAA, production company staff members and volunteers.
- f. **Band/Cheerleader/Performer Holding Room.** At no cost to the NCAA, the facility shall provide a holding room for bands, cheerleaders and performers that is a minimum of 3,000 square feet in size.
- g. **Utilities.** At no cost to the NCAA or its designee, the NCAA fan fest venue shall provide sufficient utilities including electrical power, water hookups, internet access for all participants in all areas and phone as needed to execute the event. If the space is outside, the LOC will also take financial responsibility for providing power even if this entails bringing in portable generators.
- h. **Bleachers.** The local organizing committee or facility shall provide, at no charge, bleachers or risers with chairs to accommodate approximately 1,200 fans for unobstructed viewing of various presentations at the NCAA fan festival center court.
- i. **Drayage.** No charges will be assessed for drayage on incoming and outgoing shipments to and from venue docks or parking lot.
- j. **Video/Sound/Public Address Systems.** Except for use by the facility in the event of an emergency, the NCAA shall retain sole, exclusive and complete control over the video, sound and public-address systems and all other audible or visible information or communication systems in the facility.
- k. **Audio-Visual.** The NCAA has the ability to select and contract with an audio-visual company of its choosing. If the NCAA fan festival venue's audio-visual company is selected, it agrees to provide the NCAA and its designee with a twenty percent (20%) discount on all audio-visual spending.
- l. **Security.** The facility shall have a comprehensive security/emergency-situation plan. In addition, at no cost to the NCAA, the facility or the LOC shall provide all security personnel and equipment (e.g. magnetometers, wands, perimeter fencing if outdoor, etc.) deemed necessary by the NCAA after receiving consultation and recommendations from the venue.

- m. **Products.** The NCAA, its designated representatives and/or official corporate partners shall have the right to provide complimentary sampling of food and/or beverages and other products/services of its choice at the NCAA fan festival venue without limitation. There shall be no limitations on the size and amount of sampling and no fee shall be required to be paid to a concessionaire or any other party.

The NCAA and its designated representatives shall also have the right to serve food and beverages of its choice inside the volunteer break room, band/performer holding room and all offices occupied by the NCAA or its designated representatives.

NCAA and its designees, including its official corporate partners, shall have exclusive rights to all food and beverage branding within the venue, including equipment (e.g., vending machines, soft drink fountains, etc.), cups, tableware, etc. Such branding shall have commercial marks as directed and provided by the NCAA (e.g., Coca-Cola, if a corporate partner of the NCAA at the time of the event). In the event the venue has food and beverage branding that is competitive with the NCAA's official corporate partner, such branding shall be covered at the venue or LOC's expense.

The NCAA and its designated representatives shall have the right to bring in a restaurant and/or food/beverage category partner(s) (i.e., official NCAA sponsor in the restaurant service, food and/or beverage categories) that will have the ability to distribute and/or sell any size or type of food or beverage. The restaurant, food and/or beverage category partners will not be subject to any sampling restrictions and will retain the revenue from their sales.

The NCAA and its designees shall have no obligation to make any payments to the venue or its concessionaire or any third parties with regard to sampling or NCAA restaurant, food and/or beverage category partner sales, or other sales or giveaway by the NCAA or its sponsors or other designees. For clarity, this clause shall apply to the primary NCAA fan festival venue and all adjacent and related areas.

3. Staffing.

- a. **Senior Event Coordinator.** The selected venue shall provide one person to serve as the primary point of contact for the NCAA and/or their designated NCAA fan festival production agency. This person's responsibilities may include, but are not limited to: regular conference calls with the NCAA and the NCAA fan festival production agency, procuring local permits and approvals, arranging local labor, arranging advance shipping options, providing food and beverage vendors, recommending best uses of available space and resources and coordinating host displays. Primary oversight of the NCAA fan festival will be handled by the NCAA and its designated production agency, however, the venue's senior event coordinator will play an important role in shaping the event to meet the unique needs and opportunities of the host city.
- b. **Staffing.** The facility or local organizing committee shall provide and pay for all services deemed necessary for the NCAA fan fest area by the NCAA or its designee, including but, not limited to: security, janitorial services, ticket sellers, ticket takers, a first-aid room staffed by paramedics or other certified emergency medical personnel, maintenance and cleanup for all areas used by the NCAA or its patrons (e.g., restrooms, concession stands). All such personnel are to be under the

sole direction and control of the facility or LOC and are not to be considered employees or agents of the NCAA excluding security personnel.

- 4. Merchandising.** The NCAA, or its designee, shall have the exclusive right to market and sell products licensed by the NCAA and will administer all souvenir merchandising within the contracted space. The NCAA and its designee shall have no obligation to make any payments to the venue or its concessionaire or any third party with regard to merchandising or other products. (Refer to Section 4.B, Merchandising Policies.)

5. Advertising.

- a. No promotional, public relations, political, marketing, sponsorship, advertising or similar activity shall take place at the NCAA fan festival venue area during the time the venue is leased to the NCAA without the express written advance approval of the NCAA. Without limiting the generality of the LOC/venue obligations in paragraph 5b, immediately below, alcohol, tobacco and gambling related advertising shall be covered at the NCAA fan festival venue at the LOC's expense.
- b. Unless specifically authorized by the NCAA, no advertising, banners, signs, inflatables, projections, kiosks, promotional areas, decals, window clings, lighting, marketing street teams, branded food and beverage equipment, branded food and beverage equipment logos, brand identification or other displays of any kind shall be hung, posted or displayed anywhere at or adjacent to the NCAA fan festival venue during the dates the venue is leased to the NCAA, other than advertising, banners, signs and television/radio/Internet/sponsor banners and other displays approved in advance by the NCAA or its designee. Any advertising, banners, signs or displays (other than those approved by NCAA in advance) shall be covered by the venue at its (or the LOC's) expense, as designated by the NCAA.
- c. Except for use by the NCAA fan festival venue in the event of an emergency, the NCAA shall retain sole, exclusive and complete control over the video, sound and public-address systems and all other audio and/or visual information or communication systems in the NCAA fan festival venue.
- d. Without limiting the generality of the NCAA's other rights stated herein, an NCAA sponsor (or other NCAA designee) shall be permitted to provide recycling bins to be used to collect recyclable materials during the NCAA fan festival (and, unless otherwise agreed with the NCAA, the venue shall be responsible for recycling such bins and their contents).

- 6. Promotions and Community Awareness.** The LOC, at its expense, shall work in cooperation with the NCAA and/or its designees to market and promote the event in the local community through a comprehensive cross platform marketing, public relations, digital and media campaign. All LOC promotional efforts shall be subject to the NCAA's advance review and approval, which may be granted or withheld in its sole discretion.

- 7. Parking.** The NCAA requires space for visitor, staff, contractor and delivery parking.

- a. **Tractor-trailer and Box Truck Space.** Space for several tractor-trailers and box trucks to load-in, load-out and, if necessary, park will be provided at the facility at no cost to the NCAA. Since

certain tractor-trailers and box trucks may be used as part of a permanent NCAA fan festival display inside of the NCAA fan festival, an adequately sized entry to the facility for these vehicles should also be provided.

- b. **Staff and Contractors.** A minimum of 150 parking spaces shall be provided for staff and contractor parking and will be provided throughout the load-in, event, and load-out at no cost to the NCAA.
 - c. **Visitors.** It is preferred that free parking also be provided for up to 10,000 visitors. However, if this is not possible, adequate and affordable paid parking must be provided.
- 8. Street Closures and Permits (for outdoor venues).** As needed, the LOC shall work with the NCAA or its designees on street closures and permits of any kind. If any streets are deemed necessary to close, the LOC will work with local officials and law enforcement to secure the needed permits and staff required to complete and enact these closures. The LOC and venue shall pay all permitting costs.
- 9. Food and Beverage Vendors.** The NCAA or its designee shall control all food and beverage rights at ancillary events. Also, the NCAA may restrict the sale of certain food and beverage products within the ancillary events if they conflict with NCAA corporate champions or partners. For clarity, there shall be no food and beverage buyout required in the ancillary events, and the NCAA shall have the ability to (a) allow its quick-service restaurant or casual dining sponsor to serve food within the ancillary events with no buyout; (b) to bring in selected food trucks or vendors for event guests; and (c) bring into the ancillary events outside food and beverage for staff, crew and volunteer meals if desired.
- 10. Alcoholic Beverages.** The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at ancillary events. Alcoholic beverages may be sold and dispensed at NCAA division I championship and ancillary events at the NCAA's sole discretion, provided that the host, venue, and/or concessionaire:
- a. Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty, and insurance obligations; and
 - Verification
 - b. Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and

(c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.

Agree to meet the NCAA's expectation for a share of the revenue derived from the sale of concessions during the event with the NCAA, expressed either as a flat per cap for each session of the event or a percentage of sales, with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship. The NCAA invites prospective hosts to offer a proposed share of concessions revenue (expressed as a per cap or percentage of sales) in its host bid submission.

- 11. Content Rights.** The NCAA and/or its designee shall have the exclusive rights to produce, capture, reproduce, display, broadcast and otherwise use and distribute all images, photographs, data, footage, information and other content on and of the venue from the NCAA fan festival and all other related events (Content) on all existing and future media outlets and platforms, including, but not limited to television, radio, Internet and mobile/wireless (and the NCAA and its designees shall not be required to pay any fees or other compensation to the venue, the LOC or any other parties with respect to the Content). The NCAA and its designee shall have the sole right and authority to designate usage of all radio and Internet broadcast, television and other media broadcast space and press locations and work areas. Except to the extent otherwise expressly agreed in writing by the NCAA, the venues and the LOC shall have no license or other rights in or to any Content, and to the extent any Content rights vest in the venue or LOC (e.g., via operation of law), the venue and LOC agree to assign all such rights throughout the world to the NCAA in perpetuity.
- 12. Public Performance License.** The venue shall secure and maintain in place at its cost all music public performance licenses, permits and/or ordinance exemptions necessary to cover all music performed or otherwise played at the venue.
- 13. Weapons/Firearms.** The venue and LOC shall ensure that subject to applicable law, the NCAA shall be permitted to prohibit the possession of firearms, guns or weapons of any kind and remove anyone from the venue who fails to comply with such prohibition. NCAA and its designees will be permitted to post signage and other written communications, and make related verbal communications, at each entry or exit point of the venue for the purpose of informing patrons and other individuals that firearms are not permitted in the venue.
- 14. Insurance.** All venues holding any ancillary event must provide the appropriate insurance according to the Insurance Description. (Refer to Section 4.A, Insurance Description.)

SECTION 2.1.3 – WOMEN’S BASKETBALL COACHES ASSOCIATION (WBCA) CONVENTION

In addition to the defined lodging and transportation requirements, the LOC shall provide assistance to the Women’s Basketball Coaches Association (WBCA). The WBCA will conduct its annual convention in conjunction with the Women’s Final Four. The following outlines the assistance requested from the LOC and/or convention and visitor’s bureau in relation to the WBCA’s annual convention.

1. **Lodging Assistance.** The WBCA hotel agreement will be provided to Bid Preparers directly from the WBCA. The Bid Committee can work directly with the WBCA on all terms of the agreement.
 - a. **Hotel Block.** The LOC shall assist the WBCA in confirming room rates, block numbers and room type distribution at WBCA designated hotels.
 - b. **Overflow Properties.** The LOC shall assist the WBCA in securing overflow hotel properties for the WBCA hotel block.
 - c. **Contractual Issues.** The LOC shall assist the WBCA with any hotel contractual issues.
2. **Site Visits.** The LOC shall assist the WBCA with scheduling and conducting site visits in advance of the WBCA Convention and Women’s Final Four.
3. **Hospitality Functions/Welcome Party.** The LOC shall assist the WBCA with identifying and securing venues for designated hospitality functions. This includes a venue outside the hotel and convention center space for the WBCA Welcome Party. Any rental fees for the venue selected for the WBCA Welcome Party shall be complimentary and have the ability to accommodate a minimum of 2,000 attendees. The LOC shall provide a signature beverage for attendees at the WBCA Welcome Party at the expense of the LOC.
4. **WBCA Convention/Trade Show.**
 - a. **Convention Center Space.** The LOC shall assist the WBCA in securing facilities for its trade show and additional convention activities. The WBCA convention/trade show requires approximately 90,000 square feet of column-free exhibit space with a ceiling clearance of at least 18 feet. The exhibit hall must accommodate a minimum of 150 exhibit booths (10-feet x 10-feet), a full regulation basketball court (120-feet x 84-feet) and registration area. Additionally, the WBCA convention/trade show will require a minimum of 20 complimentary meeting rooms beginning two days prior to the national semifinal games through the national championship game day. These rooms should accommodate five concurrent sessions, three for at least 800 individuals (classroom) and two for at least 500 individuals (theatre). The remaining 15 rooms shall be used for concurrent meetings, accommodating 100-350 individuals. Exhibit hall and meeting space shall be complimentary and held on a 24-hour basis.
 - b. **Exhibit hall.** The hall must be available and held on a 24-hour basis beginning five days prior to the national semifinal games through the national championship game day.

- c. **Show Office.** The LOC shall assist the WBCA in securing one complimentary show office, beginning at 6 a.m. five days prior to the national semifinal games through noon on the day following the national championship game.
 - d. **Ballroom Space.** Banquet space is required at the convention center and/or WBCA headquarter hotel. This ballroom should accommodate approximately 1,000 individuals (seated banquet-style) and should be complimentary.
 - e. **Storage Space.** The LOC shall assist the WBCA in securing two complimentary storage rooms beginning at 8 a.m. six days prior to the national semifinal games through noon on the day following the national championship game.
 - f. **Move-In/Move-Out.** Move-in for the exhibit hall shall begin at 6 a.m. three days prior to the national semifinal games. Move-out shall begin at 7 p.m. on the day of the championship game and continue through noon the next day.
 - g. **Parking.** Parking for up to five WBCA vehicles to be provided complimentary.
 - h. **Ancillary Services.** Any and all ancillary services (audio visual, catering, security, internet, etc.) shall be provided at a discount of 20% off published rates.
5. **Volunteers.** The WBCA will require approximately 70-75 volunteers for its national convention. The LOC will be responsible for assigning two liaisons to the WBCA. These individuals will be responsible for the coordination and on-site management of the WBCA volunteers, including check-in at the beginning of each shift and replacements for absent volunteers. Staying in the WBCA hotel for WBCA liaisons is not required; however, attendance at morning staff meetings is extremely helpful.
6. **Marketing.** The LOC shall provide promotional assistance, including social media, videos, photography, on-the-ground sales, in order to encourage coaches at every level within the region of the Women's Final Four to attend the WBCA national convention, purchase tickets within the WBCA block and attend ancillary events.
7. **Approval Process.** All requests for additional assistance from the WBCA must be approved in advance by the NCAA staff.

All WBCA related questions can be directed to Daniella Trujillo, Senior Manager of Events and Awards, at dtrujillo@wbca.org and 770-279-8027, ext. 110.

SECTION 3 – SITE SELECTION PROCESS AND TIMELINES

SECTION 3.A – BID PROCESS

Bid Process Phases

Following is a tentative schedule of anticipated activities/meetings which comprise the bid process. Additional information will be provided in advance of each step.

Bid Specifications Available

On **September 13, 2019**, NCAA Women's Final Four bid specifications will be posted on the NCAA Championships Site Selection website (www.ncaa.org/bids).

Step 1 – Initial Interest

The completed Declaration of Intent to Bid Form is due by **5 p.m. ET, Monday November 4, 2019**. **Prior to submitting the Declaration of Intent to Bid, each prospective city must determine which Division I institution(s) and/or conference will serve as host/co-hosts of the Women's Final Four.**

Once Staff receives an intent to bid, the bid city will be provided with access to a Collaboration Zone (CZ) to streamline communication and create a centralized hub of information for all Bid Committees. The CZ is a password protected, online site where information (e.g. document library, announcements, calendar, links, etc.) can be housed and will be available as early as Friday, October 11, 2019.

Step 2 – Critical Items

Completed critical items will be due by **5 p.m. ET Friday, November 15, 2019**. Critical items will include the initial hotel inventory, draft budget and funding sources, bid questionnaire (Phase I) and competition venue agreement tracking. Editable templates for all items will be available on the Collaboration Zone.

Step 3 – Individual Progress and Planning Meetings

In **December 2019**, the NCAA Staff will schedule individual meetings with prospective host cities to review their planning and progress. Critical items will be reviewed, and cities should come prepared with questions relative to their specific bid. The meetings may take place in-person or via videoconference, will last no more than two hours each and will be at the expense of the bid city (if travel is required). Additional details to follow.

Step 4 – Finalists Announced

NCAA Division I Women's Basketball Committee and NCAA staff will review materials and announce finalists in **late-January 2020**. Finalists will be asked to provide availability for the April progress and planning teleconference as well as the official site visit which will take place in June, July or August 2020.

Step 5 – Attend Women's Final Four.

Finalists will be expected to attend the 2020 Women's Final Four in New Orleans, Louisiana (**April 3 and 5, 2020**) and will receive access to purchase tickets and secure hotel rooms through the NCAA.

Step 6 – Final Bid Submission

Completed bid proposals will be **due by 11:59 p.m. ET, Monday, April 13, 2020**. All documents will be submitted electronically. Additional information and instructions regarding the submittal process are available on the CZ, including a checklist and all required documents.

Step 7 – Comment Period

During the months of **May, June and July 2020**, the Committee and Staff will review and analyze completed bid information. During this time, the NCAA staff, working in conjunction with the Bid Committee, will research and provide additional information/clarification to the committee, as requested.

Step 8 – Site Visits

During June, **July and August 2020**, representatives of the committee and NCAA staff will conduct site visits to review the competition venue, convention center, ancillary event venues and airport(s).

Step 9 – In-Person Presentations

In **August or September 2020**, representatives for each finalist city will be invited to make in-person presentations to the Committee. At this time, the committee will select Women's Final Four sites, subject to the approval of the NCAA Division I Women's Basketball Oversight Committee.

Step 10 – 2025 and 2026 Women's Final Four Cities Announcement

In **October 2020**, each bid city will be notified directly by the NCAA staff regarding site selection announcements.

By bidding on the Women's Final Four, each bid city agrees that it will coordinate in advance with the NCAA regarding media and all other public discussions, including but not limited to press releases and any public comments or announcements.

SECTION 3.A.1 – MEDIA GUIDELINES

Members of the media are welcome to report on the prospective city's intent to bid.

The NCAA will provide a designated spokesperson for additional comment. Prospective bid city representatives will receive speaking points from the NCAA and will be allowed to comment throughout the process at their own discretion. They should be prepared to address questions that may originate from media of other bid cities.

Additional media updates will be provided during the following periods in the process:

1. After finalists have been determined in late-January 2020 (national release).
2. June, July and August 2020 during finalist city site visits (prospective bid city media update only).
3. October 2020 when cities are awarded the 2025 and 2026 Women's Final Fours (national release).

All media inquiries should be directed to Rick Nixon (317-917-6539; rnixon@ncaa.org), Associate Director, Media Coordination and Statistics.

SECTION 3.A.2 – BID PROCESS INQUIRIES

Every reasonable effort has been made to provide a comprehensive set of materials. Certain items may require clarification or additional information in order to assure all bid cities are responding to a comparable set of expectations regarding the requirements, commitment and deliverables of hosting the Women's Final Four.

Meredith Cleaver of the NCAA staff has 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, Championships and Alliances
Office: 317-917-6510
Cell: 317-532-7655
Email: mcleaver@ncaa.org

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 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 provided via the Announcements section on the Collaboration Zone. Time-sensitive clarifications may be distributed through the collaboration zone 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 3.B – STEP 1 – DECLARATION OF INTENT TO BID AND HOST CONFIRMATION OF BID PREPARER

Date: _____

The city of _____ hereby declares of their intent to submit a bid to host the Women's Final Four on the following dates (*please check all that apply*):

Friday and Sunday, April 4 and 6, 2025	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Friday and Sunday, April 3 and 5, 2026	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If selected, please list the institution(s) and/or conference(s) that would serve as host*:

Host: _____

Host: _____

* *Prior to submitting this form, the host institution/conference must be determined.*

Name of Bid Preparer: _____

Title: _____ Office: () _____

Company: _____ Cell: () _____

Address: _____
Street Address *Suite #*

E-Mail: _____

Signature: _____

Please complete and email this form to mcleaver@ncaa.org no later than 5 p.m. ET, Monday, November 4, 2019.

Once received, access to the Collaboration Zone will be provided (Friday, October 11, 2019 at the earliest).

SECTION 3.C – STEP 2 – CRITICAL ITEMS

In preparation for the December progress and planning meetings with individual prospective bid cities, the following is a list of critical items due by **5 p.m. ET Friday, November 15**. All items are available as editable documents on the Collaboration Zone (CZ). Additional instructions will be provided in the announcements section on the CZ.

- 1. Initial Budget.** Please complete the budget template detailing the proposed fundraising and expense budget for your city. This budget and all values should be presented in 2019-dollar figures. This budget also represents the NCAA's current requirements and are subject to change. The reference budget amount provided is an estimate based on a historical review of recent Women's Final Fours. Bid prepares should also include the source of funding. Total projected expenses and total funding should match in every budget section.

The LOC should provide a \$100,000 contingency in addition to the line items to account for diminished revenues and/or unforeseen expenses.

This submission is the first draft of this document. Following the individual host meetings in December 2019, hosts will have an opportunity to revise and resubmit this form, therefore please upload it as an editable excel document (not as a PDF).

- 2. Competition Venue Agreement Tracking.** Please review the Competition Venue Agreement, confirming that your city will adhere to the minimums as detailed. In rare instances where adherence is not possible please suggest alternate language as track changes in the word document. Following the individual host meetings in December 2019, hosts will have an opportunity to revise and resubmit this agreement, therefore please upload it as an editable word document (not as a PDF).
- 3. Initial Hotel Inventory.** Please complete the excel document detailing the city's hotel availability. Using one line per property to indicate: total number of rooms, rooms committed to the NCAA, the distance from the competition venue (in minutes, not miles), standard room rate and suite room rate in 2019-dollars and designation as a team (four needed), NCAA headquarter (one needed), WBCA (one needed) or fan hotel. This submission is the first draft of this document. Following the individual host meetings in December 2019, hosts will have an opportunity to revise and resubmit this form. (Refer to Section 2.F.)
- 4. Bid Questionnaire – Phase I.** Please complete questionnaire to provide the committee and staff with more information about your city and your bid. Please upload this document as an editable word document.

SECTION 4 – REFERENCE MATERIALS

SECTION 4.A – INSURANCE DESCRIPTION

1. Host institution/conference or Local Organizing Committee must provide:

- a. General liability coverage on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$10,000,000 Per Occurrence
 - \$10,000,000 General Aggregate
 - \$10,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located provided, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit

2. Competition Venue must provide:

- a. General liability coverage on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$20,000,000 Per Occurrence
 - \$20,000,000 General Aggregate
 - \$20,000,000 Products/Completed Operations Aggregate

- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease – Policy Limit

3. Venues for ancillary events must provide:

- a. General liability coverage on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease – Policy Limit

4. Hotels shall maintain the following:

- a. Occurrence basis commercial general liability insurance (including broad form contractual coverage) with minimum limits of Two Million Dollars (\$2,000,000.00) combined single limit per occurrence, protecting Hotel, the NCAA from claims from bodily injury (including death), personal injury and property damage which may arise from or in connection with Hotel, the performance of any services pursuant to or in relation to this Agreement or from or out of any

act or omission of Hotel, its affiliates, or the officers, directors, agents or employees or assigns of either and naming the NCAA, and their related, affiliated and subsidiary companies and their employees, officers, directors and agents as additional insureds;

- b. Workers' Compensation Insurance as required by applicable law and Employer's Liability Insurance with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence; and
- c. All such insurance required in paragraphs a) and b) above shall provide that the coverage thereunder may not be reduced or canceled unless thirty (30) days prior written notice thereof is furnished to NCAA, shall be primary and not contributory and shall be written by companies with a Best Guide rating of "B+VII" or better.

Notes:

- 1. All agreements, whether with the institution, conference, an LOC or the venue should include mutual indemnification language.
- 2. Certificate must be submitted to NCAA within six months prior to the Women's Final Four.
- 3. Waivers for state institutions can be offered but will not be offered in cases where the host institution is not responsible for championship operation.
- 4. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.
- 5. All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must contain cross liability coverage or its equivalent (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No policy shall contain a self-insured retention without prior written approval of the NCAA. No policy shall contain a deductible in excess of \$25,000 and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. Prior to execution of the agreement, host institution/conference, LOC or venue shall furnish NCAA with certificates of insurance evidencing compliance with all insurance provisions noted above. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by host institution/conference, LOC or venue. Any actions, errors or omissions that may invalidate coverage for host institution/conference, LOC or venue shall not invalidate or prohibit coverage available to the NCAA. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

SECTION 4.B – MERCHANDISING POLICIES

1. The NCAA retains the exclusive right to sell souvenir products at all rounds and sites of the 90 Championships. Host institutions/conferences and sponsoring agencies for all NCAA championships are required to sell items provided by the official NCAA event souvenir merchandiser.
2. At no cost to the NCAA or its designees, the NCAA shall have exclusive right to the venue property, surrounding area/facilities, or any other area designated for NCAA use, including but not limited to meeting rooms, hospitality areas, retail stands/stores, private clubs and restaurants in the competition venue or the surrounding area during the period noted above.
3. The NCAA, by and through its official event merchandiser, will have the right to operate the sale of merchandise at all NCAA championship and ancillary events. In the event the NCAA exercises such right (for itself or on behalf of its official event merchandiser), the host/venue or sponsoring agency (or its designated concessions vendor) will provide the following services in return for a commission fee of not more than 10 percent of net revenues derived from the sale of official NCAA merchandise, defined as gross revenues less applicable taxes and credit card fees:
 - a. Merchandise Receiving. Receive and count in all inventory upon arrival of merchandise from event merchandiser, as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday prior to the event.
 - b. Merchandise Security. Locked and supervised storage adequate to accommodate all championship merchandise.
 - c. Display/Vending Facilities. An adequate number of: (1) Covered and/or skirted tables. (2) Merchandising display boards, booths, and/or carts. (3) Tents or shelters for outside locations (if any).
 - d. Electricity and Internet Connectivity. Electricity and internet network connectivity, either hard internet lines or dedicated Wi-Fi network connection.
 - e. Moving Equipment. Equipment to move merchandise on-site.

The host/venue or sponsoring agency right to receive such commission fee will be contingent upon it entering into an agreement with the NCAA's official event merchandiser.
4. If the NCAA event merchandiser does not exercise its right to operate merchandise sales as set forth above, the host/venue or sponsor agent (by and through its designated concessions vendor, if any) shall be responsible for operating the sale of merchandise at the NCAA championship and applicable ancillary events identified by the NCAA, and will maintain complete retail vending accountability (including full responsibility for inventory). In such event, the host/venue or sponsoring agency (or its designated concessions vendor) will provide the following services in in return for a commission fee of not more than 20 percent of the revenues derived from the sale of official NCAA merchandise, defined as gross revenues less applicable taxes and credit card fees:
 - a. Merchandise Receiving. Receive and count in all inventory upon arrival of merchandise from event merchandiser, as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday prior to the event.
 - b. Merchandise Security. Locked and supervised storage adequate to accommodate all championship merchandise.

- c. Inventory Reconciliation. Immediate notification (within 24 hours of receipt) to the NCAA event merchandiser of any discrepancies in initial inventory counts, with failure to provide such notification constituting the host/venue's (or designated concessions vendor's) acceptance of the initial inventory as provided by the NCAA event merchandiser.
- d. Custody and Control of Merchandise. Total management, control, and accountability of the merchandise, with full responsibility for any goods that are lost, stolen, or damaged after delivery.
- e. Vending Plans. Development and delivery of the vending plans (including sales locations, vendor policies, display plans, and staffing levels) for the sale of merchandise at the venue during the event, delivered to the NCAA and its official event merchandiser in reasonable advance of the event for review, comment, and approval.
- f. Vending Locations. A reasonable and appropriate number of selling locations (and vendor personnel) throughout the venue in high-traffic and easily accessible areas to meet the consumer demand at the event, with all such locations well displayed and fully stocked prior to the public's access to the
- g. Signage. Correctly hanging and maintaining display and signage materials provided by the NCAA or its official event merchandiser.
- h. Restocking. Restocking back-up inventory in a fast, efficient, and orderly manner.
- i. Inventory and Display Management. Transferring merchandise as necessary among selling locations to ensure adequate inventory levels of merchandise necessary to meet the demands of the consumers.
- j. Reorders. Calling the NCAA's official event merchandiser to request re-orders, as necessary.
- k. Display Standards. Strict adherence to the merchandising and display standards set forth below, subject in all cases to the review, approval, and change by the NCAA's official event merchandiser:
 - Merchandise shall be displayed and available for sale:
 - o At all times during the event;
 - o With correct prices clearly marked;
 - o Folded at all times (with dedicated staff to ensure merchandise is folded and re-folded as necessary during the event);
 - o Located on skirted tables for display and checkout; and
 - o Available for viewing on display boards and grids (note: peg board will not be an acceptable form of display board)
 - Personnel will be neatly dressed, customer-oriented, polite, and professional.
 - Display locations shall be kept and maintained in a clean, neat, and orderly manner at all times.
- l. Electricity and Internet Connectivity. Electricity and internet network connectivity, either hard internet lines or dedicated Wi-Fi network connection.
- m. Inventory Accounting. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to the NCAA's event merchandiser no later than 24 hours after the conclusion of the event.
- n. Sales Report. Total gross sales revenues and a final copy of the inventory report must be sent to the NCAA's event merchandiser within five business days after the conclusion of the event.
- o. Merchandise Return. Within two days after the conclusion of the event, return unsold merchandise to the NCAA event merchandiser, or forwarded to another location or round of the event, as directed by the NCAA merchandiser.

The host/venue or sponsoring agency will remit revenues derived from the sale of official NCAA merchandise (gross revenues less applicable taxes, credit card fees, and earned commission) to the NCAA (or its designated event merchandiser) within 7 days after the conclusion of the event,

together with a statement of accounting setting forth in reasonable detail the gross revenues, applicable taxes, credit card fees, and commissions payable.

5. The host/venue or sponsoring agency may not sell, or allow for sale, any merchandise that infringes upon the exclusive rights of the NCAA or its event merchandiser.
6. Should the competition venue and the NCAA's designated official merchandiser choose not to use merchandise locations or stores to sell NCAA merchandise, the locations or stores are permitted to be open and sell its regular merchandise provided the following conditions are met:
 - a. There is an outside entrance into the location or store from outside the ticketed area. Patrons must enter the location or store without going through the ticketed area, and then exit the location or store normally through the same door or another exit that remains outside the ticketed area. Patrons cannot enter the location or store from the outside, and then exit into the venue's ticketed area;
 - b. If there is also an entrance into the location or store from inside the ticketed area, that entrance must be closed and locked. In addition, display windows that can be seen from inside the ticketed area must be covered; and
 - c. Merchandise locations or stores located on the concourses or near the venue's main entrance that are not being used, must be locked and the lights turned off.
7. Unless prior approval is granted from the NCAA, no merchandise may be vended or dispensed in the seating areas during actual competition; however, merchandise may be sold in the seating areas before and between contests as specified by the NCAA.
8. In the event the host/venue or sponsoring agency wishes to sell merchandise that features non-championship merchandise (i.e., bearing the host mark or logo with no NCAA championship indicia) at the event, the host/venue or sponsoring agency may seek a buy-out of the NCAA event merchandiser by agreeing to purchase the entire NCAA merchandise inventory provided by the NCAA event merchandiser. In such event, subject to the host/venue's or sponsoring agency's provision of the services set forth in Section 3 above, the host/venue or sponsoring agency will receive of not more than 20 percent of the net revenues derived from the sale of official NCAA merchandise, defined as gross revenues less applicable taxes and credit card fees, on NCAA merchandiser, and the host/venue or sponsoring agency (or its designated concessions vendor) will remit to the NCAA an amount of 15 percent of net revenue derived from the sale of non-NCAA merchandise at the event (again defined as gross revenues less applicable taxes and credit card fees). The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship [NCAA Bylaw 31.6.2-(a)].

SECTION 4.C – DIVERSITY AND INCLUSION POLICY

Anti-Discrimination Policy. At its April 2016 meeting, the NCAA Board of Governors took steps to protect participants and spectators from discrimination at NCAA events. The board adopted a new requirement for hosting or bidding on NCAA events in all divisions to demonstrate how they will provide an environment that is safe, healthy, and free of discrimination, plus safeguards the dignity of everyone involved in the event.

The board's decision reaffirms the NCAA's commitment to operate championships and events that promote an inclusive atmosphere in which student-athletes participate, coaches and administrators lead, and fans engage.

Historically, the Association has used the opportunity to host its events to make clear its values. The Association now prohibits championship events with predetermined sites in states where governments display the Confederate battle flag and prohibits NCAA members from hosting championship events if their school nicknames use Native American imagery that is considered abusive and offensive.

The new requirement integrates appropriate protections against discrimination at NCAA championships. Board members feel the measure will provide assurance that anyone associated with an NCAA championship event – whether they are working, playing or cheering – will be treated with fairness and respect.

The LOC will be asked to provide a statement, as a part of its bid, certifying its ability to deliver and maintain an environment that is safe, healthy, and free of discrimination and respects the dignity of all persons.

Impact Statement. As an integral component of the higher education mission of our members, our Association strives to enhance the sense of community and strengthen the identity of a diverse membership. There are many challenges in today's intercollegiate athletics environment, and we are faced continuously with evolving social dynamics that require us to adjust in an appropriate and effective manner. This Impact Statement calls on the membership, the national office staff, and communities to ensure that NCAA events are conducted in a manner consistent with the Association's core values.

NCAA Inclusion Statement. As a core value, the NCAA believes in and is committed to diversity, inclusion and gender equity among its student-athletes, coaches and administrators. We seek to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds. Diversity and inclusion improve the learning environment for all student-athletes and enhance excellence within the Association.

The Office of Inclusion will provide or enable programming and education, which sustains foundations of a diverse and inclusive culture across dimensions of diversity including but not limited to age, race, sex, class, national origin, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences.