



NCAA SITE SELECTION PROCESS





2027 & 2028
NCAA MEN'S LACROSSE CHAMPIONSHIPS
(DIVISION I, II, III FINAL SITE)
SPORT SPECIFIC INFORMATION



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



SECTION I: INTRODUCTION

The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

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

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



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SECTION II: CHAMPIONSHIP STRUCTURE

DATE	
DI Opening Round (1)	Wednesday prior to first round games
DI First Rounds (8)	Saturday or Sunday prior to quarterfinals
DI Quarterfinals (2)	Saturday or Sunday prior to semifinals
DI Semifinals Finals	Saturday and Monday of Memorial Day weekend
DII First Rounds (4)	Wednesday prior to the quarterfinals
DII Quarterfinals (4)	Two weekends prior to the finals (Saturday)
DII Semifinals (2)	One weekend prior to the finals (Sunday; Saturday, if conflict)
DII Finals	Sunday of Memorial Day weekend
DIII First Rounds (6)	Wednesday prior to the Second Round
DIII Second & Third Rounds (8)	Two weekends prior to finals (Saturday/Sunday)
DIII Quarterfinals & Semifinals (2)	One weekend prior to finals (Saturday/Sunday)
DIII Finals	Sunday of Memorial Day weekend

	2027	2028
DI Opening Round (1)	May 12	May 10
DI First Rounds (8)	May 15 and 16	May 13 and 14
DI Quarterfinals (2)	May 22 and 23	May 20 and 21
DI Semifinals and Finals	May 29 and 31	May 27 and 29
DII First Rounds (4)	May 12	May 10
DII Quarterfinals (4)	May 15	May 13
DII Semifinals (2)	May 23	May 21
DII Finals	May 30	May 28
DIII First Rounds (4)	May 12	May 10
DIII Second & Third Rounds (8)	May 15 and 16	May 13 and 14
DIII Quarterfinals & Semifinals (2)	May 22 and 23	May 20 and 21
DIII Finals	May 30	May 28



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CHAMPIONS WAY

SECTION III: GENERAL FACILITY REQUIREMENTS

FACILITY SPECIFICATIONS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable city, state or Federal regulations concerning access and seating for people with disabilities.
2. The host and sponsoring agency agrees that the facility shall be available for the exclusive use of the NCAA starting at noon the Wednesday prior to competition through 10 p.m. Monday for the purpose of preparing for, practicing for and conducting the semifinal and championships games. During this period of time, the facility will be clean and accessible, and playing conditions must be safe and of championship caliber. The sponsoring agency must agree that throughout the championships weekend, the facility will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order.
3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
4. The game field shall be arranged in accordance with the NCAA Men's Lacrosse Rules as far in advance as possible but no later than the Thursday prior to competition.
5. The facility and host shall be responsible for the removal and/or covering of any existing signage at the discretion of the NCAA.
6. The facility must be modern, clean and accessible.
7. The facility must have a comprehensive security and evacuation plan in case of emergencies.
8. All seats in the facility shall be under the control of the NCAA for its exclusive use during the tournament. Minimum seating capacity of 20,000 (at least 15 percent of capacity shall be premium seating, this may include suite seating)
9. The host venue will provide the NCAA with private use of a minimum of six corporate suites (if applicable) at the game facility prior to and during the competition. All suites must overlook the playing field and be as close as possible to midfield, if available, to be accessed solely by representatives of the NCAA, providing for private use by the NCAA as needed for business meetings prior to and during the competition.
10. At the discretion of the NCAA, practice sessions may be open to the public free of charge. Programs, merchandise and concessions may be sold in accordance with the terms hereof.
11. The facility must furnish the following locker room accommodations:
 - a. A minimum of four spacious locker rooms, with shower/toilet facilities, and towels must be available for



- teams. Signs with the teams' names must be affixed to each respective locker room door.
- b. Locker room space for a minimum of eight game officials.
 - c. For all product placed in the locker rooms, please make best efforts to consider and utilize NCAA Corporate Champion/Partner product if applicable.
12. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:
- a. An athletic training room.
 - b. Press box media space for 200.
 - c. Media work room for 200 with appropriate lighting, heat, air conditioning and toilet facilities. In addition, monitors shall be available to carry the television broadcast and postgame interviews.
 - d. Photographer space on the field opposite benches outside the six-yard restraining lines from the sideline.
 - e. Interview area for 100 with dais, podium and audio equipment. In addition, television platforms should be available in the rear of the room.
 - f. A video distribution area adjacent to the interview area.
 - g. One area of private office space, with telephone (one line) and Internet access (wireless or a minimum of 6 Ethernet lines), for use by the NCAA.
 - h. A results control area containing two photocopy machines with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 60 per minute. The facility shall be responsible for the installation, service costs and paper for these machines during the championships. Each machine also shall include a collator and automatic stapler. The facility also shall arrange for on-site equipment operators and technicians to be available Saturday, Sunday and Monday as scheduled by the NCAA.
 - i. The facility shall provide Internet lines as required by the NCAA.
 - j. The NCAA requires an in-house communication system (cellular telephones or hand radios).
 - k. Two separate rooms for drug testing, each with a waiting area, toilet facilities and a minimum of 500 square feet of space.
 - l. An on-site meal area and work space for 50 television production crew members.

- m. Production space for 5-7 Game Presentation staff for one week leading up to the championship and throughout. Should include hardline internet access and preferably fiber lines to the control room.
 - n. One windowless 10' x 10' or larger soundproof room for game presentation video shoots.
 - o. One "green" room or space in close proximity to the playing surface to accommodate 10-15 people, preferably with restroom facilities, for pregame/halftime talent.
13. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NCAA.
 14. The facility shall provide 50 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA. In addition, parking for television production vehicles -- a minimum of 250 linear feet for parking, immediately adjacent and accessible to the stadium, for two 60-foot trucks.
 15. The facility shall provide, at no cost to the NCAA, sufficient electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press areas for the operation and transmission of color television and radio broadcasts and for the operation of computer terminals used by the working press. Therefore, the following shall be available:
 - a. Minimum lighting requirements that can be found in the [NCAA Best Lighting Practices](#) lacrosse documents.
 - b. 110-volt electrical outlets in all working press areas, with the minimum requirement being one outlet for every telephone in the working press room and on press row (or two inputs for every two seats in both of these areas).
 - c. Three-phase to other areas designated by the NCAA including, but not limited to, the interview room, NCAA meeting room, NCAA suite and other special media areas.
 16. If broadcast rights are obtained in the future, the NCAA will work with future hosts on the details of the requirements. For broadcast specific details please reference the General Section, Broadcast, Media and Internet. Please complete the power verification form and attach it with your bid (available in the bid portal).
 17. The NCAA owns the exclusive rights to broadcast the games on television, radio, the Internet and any other form or medium now known or hereafter discovered, to record the games and broadcasts thereof and to photograph the games by means of still, videotape or other motion-picture cameras. The NCAA shall have the sole right and authority to designate usage of all broadcast, telecast and press locations, tables, and work areas. The venue must meet and abide by all television guidelines as indicated in the Championships Bid Specifications document.
 18. The facility and host agree that all revenues derived from suites, including, but not limited to, revenues from tickets for suite admission and from the resale of suites, shall be added to, and form part of, the championships receipts hereunder, and that all users of the suites shall purchase tickets to access suites for attendance at all games played in the championships.



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A green directional sign with white text that reads "CHAMPIONS WAY". The sign is mounted on a metal post and has a white arrow pointing to the left.

19. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost. The venue or its official concessionaire will provide food and beverage (and related services) to the NCAA and its designated agents at costs not greater than the most favorable pricing that the venue (or its official concessionaire) offers or makes available to other clients that have used, or will use, the venue. The facility shall provide, at no cost to the NCAA, a minimum of two private meeting rooms for a minimum of 200 individuals shall be reserved within the competition venue for hospitality purposes. The competition venue agrees that it shall not permit any corporation or other third party to be entitled to hospitality, entertainment or signage privileges in the competition venue and entire competition venue property (e.g., suites, restaurants, parking lots, frontage property and any other adjacent areas that the competition venue shall make available to the NCAA), nor shall the competition venue limit or prohibit the ability of the NCAA, in its sole discretion, or its designees to access and offer such hospitality, entertainment or signage.
20. **NCAA specifications require that the NCAA control food and beverage choices for on-field sidelines and for designated hospitality.** Alcoholic beverages shall be permitted to be sold and dispensed for consumption in limited areas of the stadium complex. See item twelve (12) in this section for more details.
21. 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.
22. Due to the culture of men's lacrosse, the NCAA has established a re-entry policy. For Saturday and Sunday competition only, all fans will be hand-stamped upon initial entry to the stadium. A hand-stamp and valid ticket will be required for re-entry during game one and in-between the two games each day. There shall be no re- entry for Monday's game.
23. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available leading up to and throughout the championship, inclusive of any new inventory that may be added by the venue after this bid document is signed.
24. The competition venue, at its expense, shall provide video boards, LED boards, video camera equipment, green screens, lighting equipment (gobos, spotlights, lighting kits, etc.), audio equipment (to include wireless microphones, boom mics, IFB's, etc.), clear com/radio communications, closed captioning, etc. for NCAA use. The NCAA shall provide and control all content displayed on the boards. The competition venue, at its expense, shall provide a full in-venue production / control room staff for all NCAA load-in and event days (e.g., game days, open practice days, ancillary event days). In addition, the host shall provide access to and use of control room

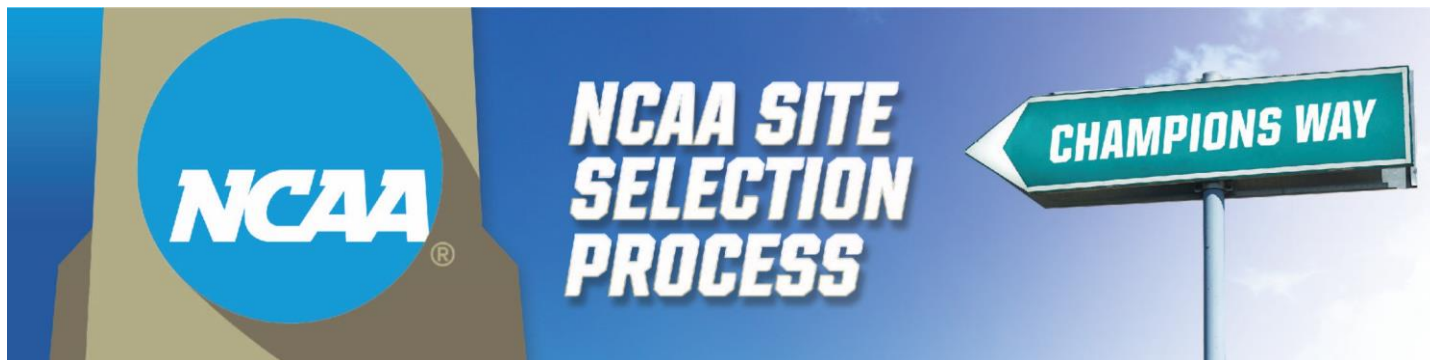
equipment & staff prior to the Division I, II, and III Men's Lacrosse Championships for any pre-production needs. Any new technologies or additional staffing resources that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production.

25. 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 Multiview monitor and an audio playback device. Minimum personnel requirements include: director, technical director, video playback operator, LED/ribbons operator, character generator operator, replay operator, audio operator, control room EIC, four (4) cameramen, two (2) utilities and a CJ/music playback operator.
26. As requested, the NCAA requires the LOC to work with the applicable local or regional government to establish and implement an anti-ambush marketing clean zone within an area surrounding the competition venue and Fan Fest location.
27. If available an in-venue studio host position be available to ESPN at no additional cost.
28. If available an in-venue video review system be available for championship use at no additional cost.

FOOD AND BEVERAGE CONCESSIONS

1. The facility shall retain, operate and control all food and beverage concession rights subject to the provisions of this section, and otherwise in this document.
2. The facility or its concessionaire shall provide food and beverage in all refreshment areas, restaurants and suites at costs comparable to the most favorable price for other customers during other events in the stadium.
3. No food, beverages or merchandise of any nature may be vended or dispensed in the seating areas. Vendors may not remain in the seating areas from the pregame introduction of players until the beginning of each intermission and from the time a team returns to the field following each intermission until the end of the game.
4. All specialized beverage cups used during the championships by the stadium food concessionaire shall be purchased through an NCAA licensee.
5. In order to be eligible to engage in the sale of alcohol during a NCAA division I championship event or ancillary event, the following criteria must be satisfied by any NCAA host institution, event venue, and alcohol concessionaire:
 - Host institution and its authorized agent (e.g., alcohol concessionaire), if any, must have a written policy in place for, and be actively engaged in, the sale of alcohol during regular season athletic events at the same venue and be properly licensed by the local and state authorities to carry on such operations.

- If applicable, any event venue that is not owned or controlled by the host institution (“non-host venue”), or its authorized agent (e.g., alcohol concessionaire), must have a written policy in place for, and be actively engaged in, the sale of alcohol during its regular course of business and be properly licensed by the local and state authorities to carry on such operations.
- The alcohol management policy of the host institution, event venue, or alcohol concessionaire (whichever may be the case) must address the following:
 - Prevention of alcohol sales to visibly intoxicated patrons
 - Prevention of alcohol sales to minors
 - Serving sizes and quantities
 - Alcohol sales cut-off time
 - Outside beverages
 - Security and disturbances
 - Alcohol management training requirements for employees
- Beer and wine (or beverages with similar alcohol by volume) are the only alcoholic beverages to be sold to general attendees, and hard liquor is only permitted in designated suite and hospitality areas.
- Sale of alcoholic beverages by roving vendors (e.g. hawking) is prohibited within the spectator seating.
- Prior to the championship event, fully signed copies of the NCAA Concessionaire Indemnity and Insurance Agreement(s), NCAA Host Alcohol Indemnity and Insurance Agreement (if any), and NCAA Host/Venue Alcohol Agreement(s) must be submitted to the NCAA.
- Prior to the event, copies of the concessionaire’s, host’s, and/or venue’s certificates of insurance (to the extent applicable) must be submitted to the NCAA to confirm it is compliant with insurance requirements set forth in their respective Indemnity and Insurance Agreements.



SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance, and ticket price history since the 2019-23 season.

Year	Host	Attendance	Ticket Prices
2019	Drexel University	40,436	All-Session Adult: \$120
2020	NA	NA	NA
2021	East Hartford, Connecticut (Fairfield University)	18,031	All-Session Adult: \$135
2022	East Hartford, Connecticut (Fairfield University)	29,059	Single Session Adult: \$135 *Note: Pandemic restrictions affected ticket sales plans.
2023	Drexel University	TBA	All-Session Adult: \$135

SECTION V: LODGING

The NCAA has partnered with On Location to manage the NCAA Championship Housing Program and all championship housing needs. On Location serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, can deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, On Location will be responsible for managing the selection and contracting process for all championship housing accommodations.

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials, and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some preference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

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

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

Bid responses may highlight any recommended properties On Location should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the



recommended properties. On Location will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

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

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

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



All hotels shall be in close proximity (ideally within walking distance) from the stadium. The team hotel(s) must be of comparable quality and distance from the stadium. A minimum of sixty double/double sleeping rooms for each DI team and forty-five double/double rooms for each DII and DIII team is required. Two complimentary bedroom suites (for the head coach and the administration) are recommended. The rooms at the headquarters hotel may be a combination of Kings and doubles. An estimate for the NCAA room block at the headquarters hotel and the team blocks at eight separate hotels is as follows:

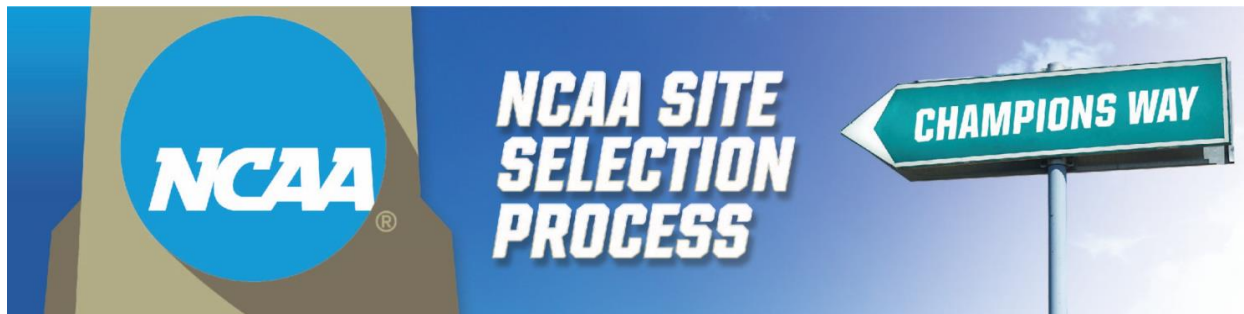
Day/Date	Tues	Wed	Thurs	Fri	Sat	Sun	Mon
Headquarters	6	20	60	70	70	70	20
DI Team #1	0	50	60	60	60	60	c/o
DI Team #2	0	50	60	60	60	60	c/o
DI Team #3	0	50	60	60	60	60	c/o
DI Team #4	0	50	60	60	60	60	c/o
DII Team #1	0	0	35	35	35	35	c/o
DII Team #2	0	0	35	35	35	35	c/o
DIII Team #1	0	0	35	35	35	35	c/o
DIII Team #2	0	0	35	35	35	35	c/o
Total	6	220	440	450	450	450	20

Note: Some Divisions II and III teams may arrive Thursday based on proximity to the city in which the championships are being held.

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

YES NO NO with Exception

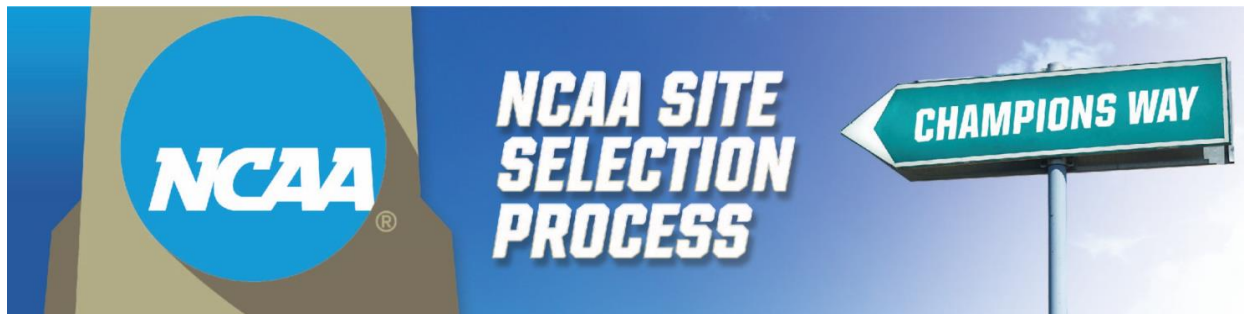
Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding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



SECTION VI: NCAA/HOST RESPONSIBILITIES

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Lodging (room and tax) and stipend for the assignors and rules secretary.
4. Transportation, lodging (room and tax) and per diem for the NCAA Men's Lacrosse Committees.
5. Awards for the participating teams.
6. Promotional assistance, including NCAA signage.
7. Media coordinator.
8. Official souvenir program and merchandise.
9. Credentials.
10. Mementos to the official traveling parties of the participating teams.
11. Volunteer apparel.
12. Funding for promotional efforts.
13. Lacrosse balls, goals and nets.
14. On-field hydration product.
15. Ball person attire (if applicable).



HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Key personnel – all workers and all other volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Hospitality for media, committee, staff, volunteers (NCAA provides funding).
10. Security.
11. Media room (fully equipped).
12. Media seating/work area with constant refreshments.
13. Tickets.
14. All computers, printers, , video equipment, photocopy machines, internet lines, etc. necessary to administer the championships, and as may be required by the NCAA.
15. Appropriate directional signage within and outside the venue.
16. Head table personnel (e.g., public address announcers, official scorer, etc.).
17. Athletic training staff.
18. Other items as later requested by the NCAA.



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YES NO NO with Exception

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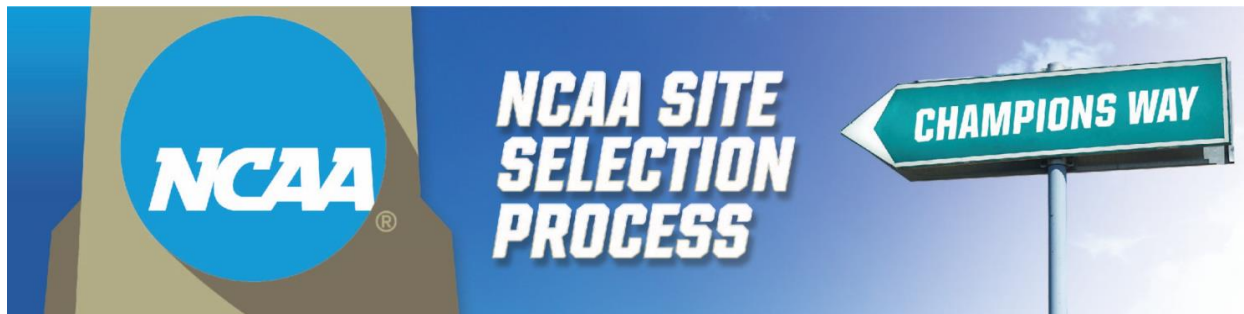
SECTION VII: TRANSPORTATION

If necessary, the hosts must provide a complimentary shuttle service for various groups as provided by the NCAA. This shuttle service would include airport transportation to and from the assigned hotel for a group including, but that may not be limited to, NCAA Men's Lacrosse Committee members, officials, and NCAA staff. A shuttle service must also be provided to and from the venue and the hotel for the officials, committee, staff and VIP guests if necessary. If two parking spaces cannot be provided to each team it is preferred that a shuttle service be provided for members of the institution's official travel party to and from the team hotel(s) and the venue on all days of competition. A system must also be developed to provide the media either complimentary reserved parking or a similar complimentary shuttle service if the hotel is not within walking distance. Finally, local transportation, shuttle or light rail programs should be made available for spectators at discounted rates.

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

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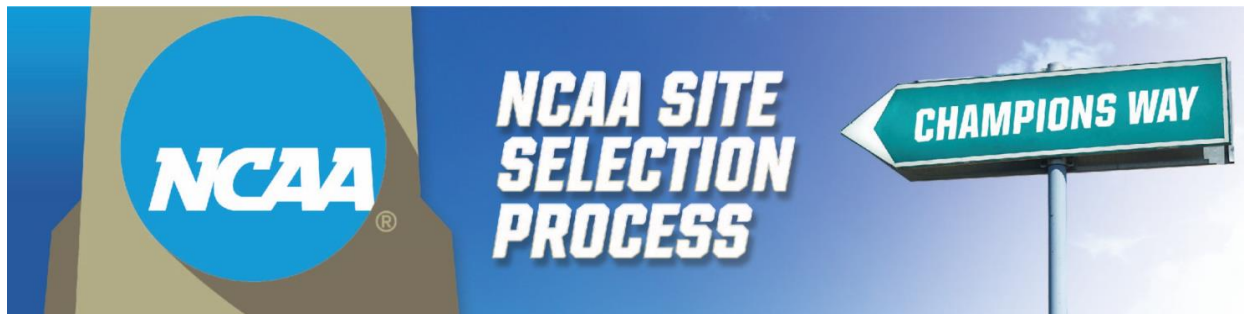
SECTION VIII: MARKETING & TICKETING POLICY/OPERATIONS

Marketing

1. **Sales Phases.** The host and competition venue shall cooperate fully with the NCAA's ticketing sales phases. The championship marketing and ticketing sales phases were developed to maximize resources while using local organizing committee staff time efficiently and effectively to obtain the maximum return on investment. The NCAA marketing and ticketing staff will drive the sales phase efforts and execute deliverables in collaboration with host and venue and marketing and ticketing staff.
2. **Marketing Plan.** Upon selection, the Host is required to submit a marketing plan and budget for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.
3. **Budget.** When the proposed budget is submitted, a minimum of \$50,000 should be allocated for these purposes. The marketing budget should only include items needed for driving ticket sales for the championship. These types of expenses can include, but are not limited to digital and social media, advertising, grassroots marketing, printing costs and mailing costs.
4. **Creative Process.** The NCAA will provide all creative/artwork in conjunction with the championship. This includes, but is not limited to print pieces, digital banners, promotional signage, etc.
5. **Radio/TV.** The NCAA will provide the television and radio commercials to assist in selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, broadcast, in venue, etc.). All spots will be made available for download.
6. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Research Snapshot, NCAA Ticket Promotional Use Guidelines, and NCAA Micro-Site Guidelines.
7. **Ticket Purchaser Data.** The LOC/Host shall send the ticket purchaser database to the NCAA upon request. All relevant customer information must be included: First Name, Last Name, Address, City, State, Zip Code, Country, Price Code, Ticket Type, Total Seats Purchased, Total Purchase Price and Seat Locations.

Ticketing

1. At the time of the bid, submission must also include a complete ticket manifest, including suites, and a PDF or CAD drawing of the venue's seating configuration and venue suite map.



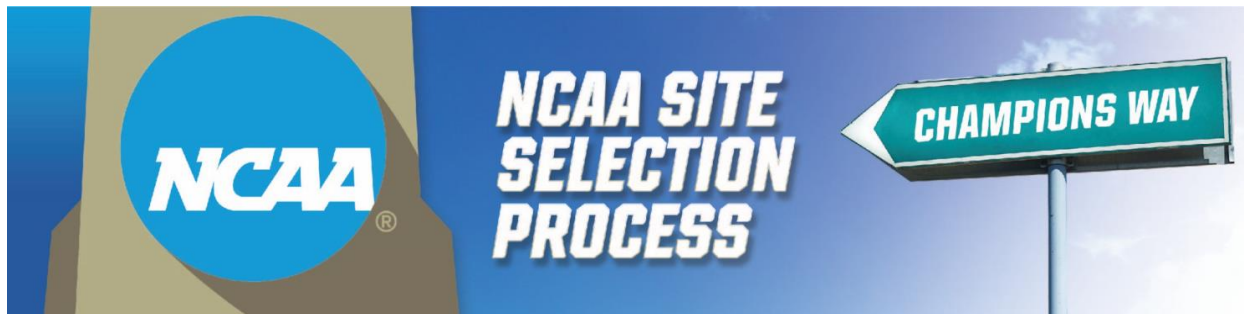
2. **All seats in the competition venue's configuration - including club seats** - shall be manifested and under the control of the NCAA for the NCAA's and its designees' exclusive use during the event period.
3. The host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall NOT be responsible for securing an exemption to any exclusive contracts the host, competition venue or surrounding areas/facilities might have, nor shall the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

The NCAA may conduct sales using the NCAA's official ticketing vendor and will manage the complete venue manifest, including suites and club seats. The NCAA will manage all ticketing printing needs for the NCAA holds and presale tickets while assigning specific duties and NCAA ticket stock to the competition venue as needed for all general public sales and box office sales.

4. The host and competition venue shall cooperate fully with the NCAA's ticketing sales phases and printing timelines.
5. Should the NCAA use the competition venue's primary ticketing vendors existing contract they must adhere to the following:
 - Host ticketing vendor to provide NCAA ticketing staff access to real-time reporting;
 - Host ticketing vendor shall allow only NCAA branding to be placed on all sales channels;
 - Customer data must be shared with NCAA at agreed upon times;
 - NCAA advance approval of convenience/ticket fees and an "inside fee" model shall be used;
 - The host venue system for access control, box office walk up sales and day of event issue resolution in the box office.

The host ticket allotment will be assigned by the NCAA. At the time the host ticket allotment is assigned by the NCAA and agreed to by the host/venue those tickets are considered sold and may not be returned to the NCAA or released back to open inventory through any sales channels.

6. The competition venue and surrounding areas/facilities that are to be used must be in compliance with all applicable city, state or federal laws and regulations, including those concerning access and seating for the disabled.
7. The competition venue and host shall promote the sale of tickets for the event pursuant to a plan developed by the host in conjunction with the NCAA.



SECTION IX: SCHEDULE OF EVENTS

WEDNESDAY

- NCAA staff arrives
- Meeting with hotel staffs
- Meeting with NCAA/LOC/stadium
- Walkthrough

THURSDAY

- NCAA/committee stadium walkthrough
- Division I media day
- Division I coaches meeting
- Division I reception (if applicable)

FRIDAY

- Media credential pick-up
- Divisions I, II and III team practices (on and off-site)
- Divisions II and III coaches meeting
- Press conference
- Officials meeting
- Divisions II and III reception (if applicable)

SATURDAY

- Media credential pick-up
- Divisions II and III team practices (on site)
- Division I semifinal games
- Postgame press conferences

SUNDAY

- Youth clinic/tournament (if applicable, and subject to change)
- Pregame meeting
- Division I team practices
- Divisions II and III championship games
- Division II and III 20th anniversary team introduction at halftime
- Postgame press conferences

MONDAY

- Media credential pick-up
- Division I championship game
- Division I 25th anniversary team introduction at halftime
- Postgame press conference



SECTION X: ANCILLARY EVENTS

Banquet

If requested by the NCAA, the host site will be responsible for providing, at no cost to the NCAA, banquet or reception space and volunteer staff for all participating student-athletes, coaches and support staff, the NCAA staff and committee, the LOC and NCAA affiliated organizations (e.g. coaches associations and equipment suppliers). The space chosen should showcase the host city or provide a unique experience for the student-athletes. The event will take place on Thursday evening for Division I and Friday evening for Division II and III. Total attendance for each event is projected to be approximately 250 (subject to change).

Meeting Space

During the event, the host city shall provide, free of charge, a space for administrative, officials and NCAA/Staff Committee meetings. This space will ideally be at the competition site and shall accommodate 40 people.

Additional space is also needed in the stadium and at the headquarters hotel during the week of the event for the following functions: 1) Team meetings for each competing team to accommodate approximately 60 people; and 2) Alumni reception with approximately 200 people.

Fan Fest

The host site will be responsible for providing space at no charge and volunteer staff to support an interactive fan festival, which shall be produced by the LOC and a designated production company at the sole direction of the NCAA. The space chosen should be conveniently located to the arena. The fan festival should be fully operational for the duration of competition. The fan festival will provide fans the opportunity to enjoy lacrosse-related programming and interactives, view historical and corporate partner driven exhibits, participate in interactive games from numerous sports, eat, relax and enjoy a fun, family-oriented atmosphere when they are not viewing championship competition.

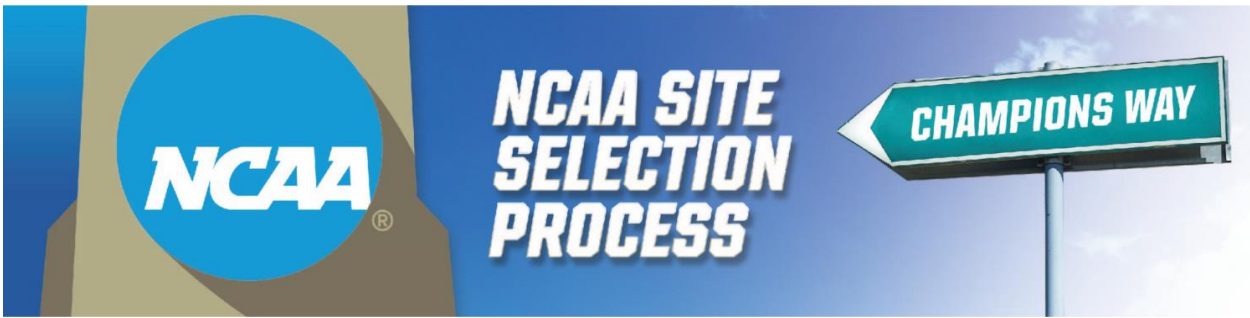
1. Availability

- a. **Move-In/Move-Out.** The facility shall be available for move-in no later than 8 a.m. five days before the start of competition at the NCAA Divisions I, II and III Men's Lacrosse Championships. Move-out will conclude by noon two days after the completion of competition at the NCAA Divisions I, II and III Men's Lacrosse Championships.
- b. **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 100,000 square feet of space for use as the NCAA fan festival area and to host various interactive 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, the preferred space would be in an adjacent convention center or large hall which could provide 100,000 square feet of lighted, heated, barrier-free space which is in compliance with all applicable city, state or Federal laws and regulations, including those concerning access for the disabled.
- c. **Exclusivity.** Confirmation that no agreement or understanding will be made that would entitle any corporation or third party to contract space within the chosen facility or in the same outdoor space as the NCAA fan festival without the approval of the NCAA.
- d. **Office Space.** Office space for the NCAA and any affiliated production companies, preferably overlooking the fan festival space, will be provided whenever possible.
- e. **Utilities.** At no cost to the NCAA or its designee, the NCAA fan festival venue shall provide sufficient utilities including electrical power, water hookups, internet access for all participants in all areas and phones 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.
- f. **Stage and Décor.** The local organizing committee or facility shall provide, at no charge, a temporary stage (approximately 20' x 30') with risers and roof, if outdoors, for use during the duration of the fan festival. The local organizing committee or facility shall also provide, at no charge, all stage décor necessary for the production of stage events. These needs include, but are not limited to: carpeting; pipe and drape; couches; director's chairs; a podium and decorative plants.
- g. **Tables, Chairs, Pipe and Drape.** The local organizing committee or facility shall provide at no charge all tables, chairs, pipe and drape for the fan festival as well as all chairs for the audience in the stage area of the fan festival (approximately 500-2,000 chairs).
- h. **Restrooms.** If event is held outside the local organizing committee or facility shall provide at no charge portable restrooms to accommodate a flow of up to 10,000 participants per day.
- 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 System.** Except for use by the facility in the event of any 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 of the LOC shall provide all security personnel and equipment (e.g. magnetometers, wands, perimeter fencing if outdoors, 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.

The 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.

- n. **Coordination of Events.** If outside entities around the stadium are planning tailgating style activities associated with the championship, the LOC should make the NCAA and their designated production company aware of this and work with both parties for possible incorporation or at least non-competition.



3. Staffing

- a. **Local Production Manager.** The local organizing committee shall provide one person to serve as the primary point of contact for the NCAA and/or their designated fan festival production agency and to serve as a local production manager for the fan festival. This person's responsibilities may include, but are not limited to: procuring the appropriate space and permits, regular conference calls with the NCAA and the fan festival production agency, providing local celebrities and entertainment options, coordinating host displays, coordinating transportation and/or signage guiding fans to the event, and serving as the primary conduit of fan festival information to and from the local organizing committee and host facility. Primary oversight of the fan festival will be handled by the NCAA and its designated production agency, however the local production manager will play an important role in shaping the event to meet the unique needs and opportunities of the host community.
- b. **Staffing.** The facility or local organizing committee shall provide and pay for all services deemed necessary for the NCAA fan festival 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 or its designee.

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.

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 75 parking spaces located in close proximity to the fan festival 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.
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) 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. Additionally, the NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at ancillary events. The venue, LOC and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.
10. **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.

11. **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.
12. **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.

Coaches Association

The coaches association may be involved during the championships week. All coaches association activities held in conjunction with the championship are conducted at the discretion of the NCAA and are subject to NCAA approval. Please note, however, that at this time, the coaches association does not sponsor its annual convention in conjunction with the championships.

Open Practices

If requested by the NCAA, the host site will be responsible for providing facilities and staff to support open practices Friday of the championship weekend. This event will serve as an official opening of the Men's Lacrosse Championship and a formal welcome to the student-athletes and fans. Alternate plans must be available in case of inclement weather.

AUTOGRAPH SESSIONS

If requested by the NCAA, the LOC/host shall be responsible for providing mutually agreed upon space and volunteer staff for an autograph session location or locations that may take place simultaneously. The LOC/host or facility shall provide at no charge all table, linens, chairs, pipe and drape, stanchions, security and hydration for all locations. The NCAA will provide guidance and approvals for these areas, but may ask the LOC/host representative to be the lead organizer and day-to-day contact for these.



YOUTH CLINICS/TOURNAMENTS

The host site may be responsible for providing space for and promoting local youth participation in a clinic or tournament. A primary person(s) of responsibility along with volunteer support staff may also be necessary.

NCAA COMMUNITY PROGRAMS

The host site may be responsible for assisting the NCAA with the Community Program initiatives. That would include identifying a primary person of responsibility to work closely with the NCAA Community Programs staff in securing local volunteers and activation space in your community. The NCAA, through the community program, is partnering with various national organizations to engage local student-athletes, coaches and community volunteers and educate them through service learning on ways to empower the community through social responsibility that focuses on community service and sustainability. The NCAA is committed to leaving a legacy that will continue to reach a diverse segment of the local community.

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

YES NO NO with Exception

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



SECTION XI: VOLUNTEER NEEDS

There are over 200 volunteers needed for this event.

Area of responsibility	Number of volunteers needed
Team host/ambassadors	16
Media Services	30
Fan Fest	50
Athletic training staff	20
Locker room attendants	10
Volunteer apparel coordinator	4
Volunteer coordinators/supervisors	6
Team receptions	12
Hospitality	10
Game Presentation	6
Gate Giveaways	10

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

YES
 NO
 NO with Exception

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



SECTION XII: FINANCIAL TERMS

Guarantee – Currently, the Men’s Lacrosse Championships do not have a guarantee. However, preferred considerations shall be given to hosts, competition venue and surrounding area/facilities that agree to provide a guarantee or other enhanced revenue model. However, at minimum, after gross receipts are determined, the host/LOC receiving the budgeted expenses or actual expense, whichever is less. Once those obligations have been met, if there are any remaining funds, the NCAA and the host/LOC will split those 80% for the NCAA and 20% for the host/LOC.

Concessions/Parking Revenue – Preferred consideration shall be given to those hosts, competition venue and surrounding area/facilities that agree to provide an additional revenue share model with regards to suite lease, suite food and beverage, parking and concessions.

Expenditures Three-Year Average	
Total Expenses	\$402,677
Promotion	\$15,025
Tickets	\$91,240
Facility	\$184,165
Personnel	\$67,967
Entertainment	\$19,203
Equipment	\$24,077
Officiating Expenses	\$1,000

Please note, that this is not part of the 20% of alcohol concessions required under the general bid specifications.

Suite Revenue – Preferred consideration shall be given to those hosts, competition venue and surrounding area/facilities that agree to provide a revenue share model with regards to suite lease, and suite food and beverage.

Budget History – The chart below contains the three-year average of expenditures for the championships.



Memorandum

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

I confirm that _____ located at _____

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

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

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

Additional Comments:

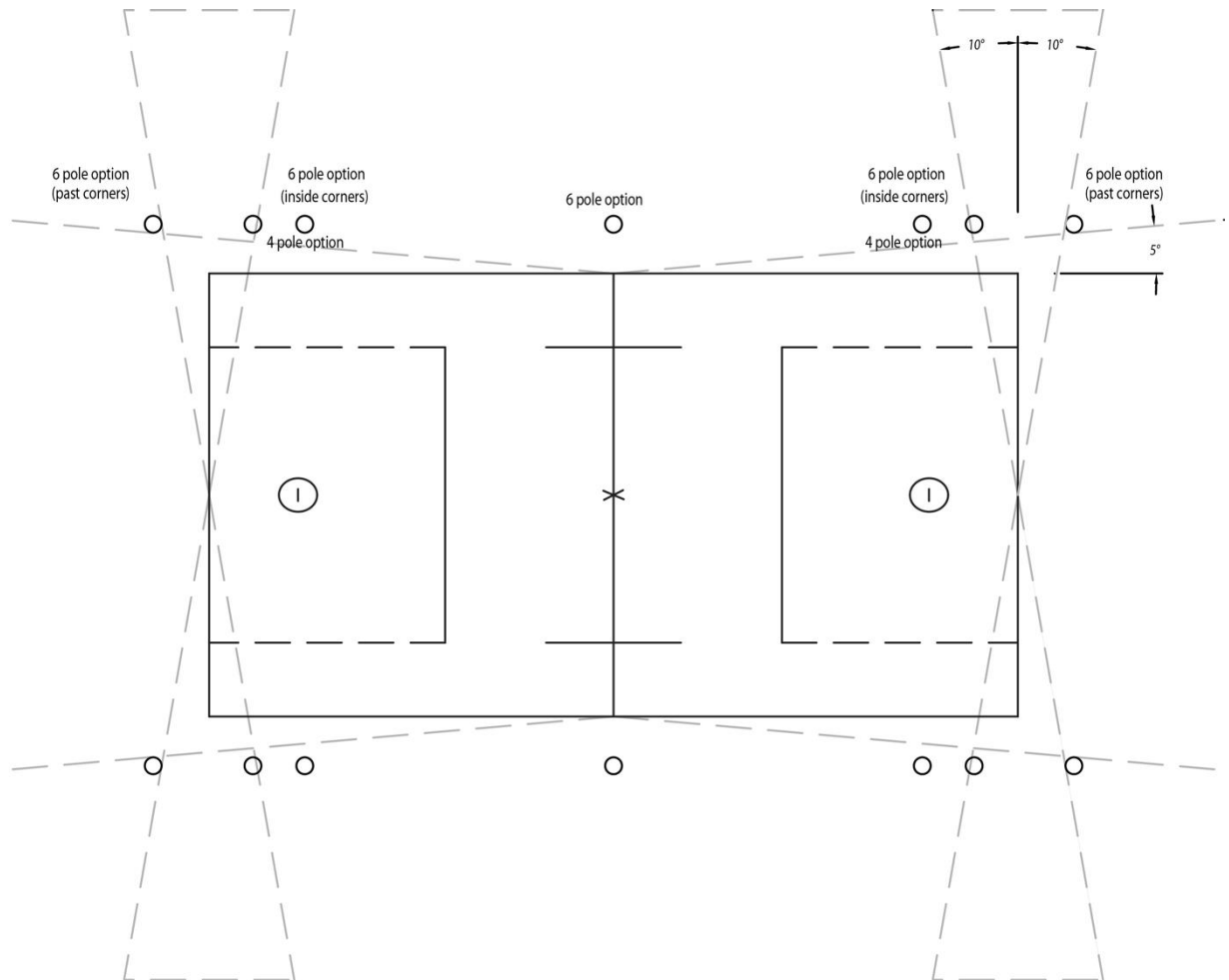
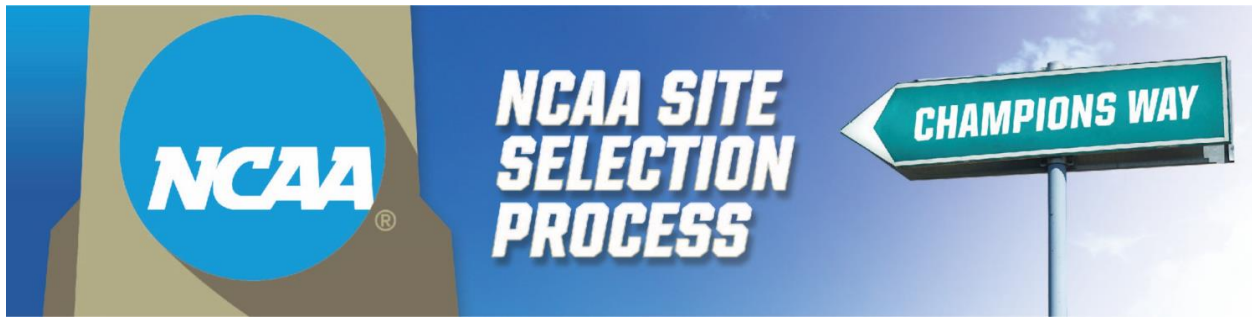


Best Lighting Practices: Lacrosse National Championship Final Site

Summary: Following these recommended best practices will help ensure quality of light needed for safety of participants, enjoyment of spectators, and quality national championship final site television broadcasts, as required.

Horizontal light levels: 125 footcandles
Horizontal uniformity: 1.5:1
Vertical light levels: 125 footcandles to center main side high camera
75 footcandles to end line camera
Vertical uniformity: 1.5:1 to main camera
2.5:1 to end line camera
Grid spacing: 30 ft x 30 ft

Recommended pole placement:



1. Special consideration for lighting placement is given to stadiums with customized roof mount potential.
2. All poles should be at least 45 feet from sideline.
3. On a 6-pole design, setback of middle poles will depend on the presence of bleachers.
4. Pole placement and aiming angles shall be designed to minimize glare for players, spectators, and television cameras.
5. For new facilities or upgrades, it is recommended to consult a lighting professional for optimal pole placement.

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