



NCAA SITE SELECTION PROCESS





2027 and 2028 NCAA DIVISION II WOMEN'S
BASKETBALL CHAMPIONSHIP
SPORT SPECIFIC INFORMATION



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



SECTION I: INTRODUCTION AND STRATEGIC PLAN

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.

NCAA WOMEN’S BASKETBALL STRATEGIC PLAN

Prospective bid committees are encouraged to familiarize themselves with the 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:

- Memorable Championships
- Quality Competition
- Transformational Student-Athlete Experience

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 II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (8)	SECOND WEEKEND IN MARCH (FRIDAY, SATURDAY AND MONDAY)
Elite Eight	FOURTH WEEKEND IN MARCH (MONDAY, WEDNESDAY AND FRIDAY) Note: Elite Eight will always occur the week prior to the Division I Women's Final Four, even if the date formula conflicts due to the number of weekends in March in a given year. When there are five Saturdays in March, the Elite Eight will be a week later.

ELITE EIGHT DATES	
2027	MARCH 22, 24 & 26
2028	MARCH 20, 22 & 24

The Division II Women's Basketball Championship provides for a maximum field of 64 teams. All eight regional qualifiers will advance to a regional site. The eight regional tournaments will be conducted to determine the eight quarterfinalists, who will advance to the Elite Eight.

*Should the Division II Women's Basketball Championship be played in conjunction with the Division I Women's Final Four, the Elite Eight site may host only the quarterfinals and semifinals of the Division II Women's Basketball Championship. If this were to occur quarterfinal games may be played on Wednesday with semifinal games on Friday.

The Division II Men's and Women's Basketball committees are open to exploring bids from potential hosts who have an interest in hosting both the Division II Men's Basketball Championship and the Division II Women's Basketball Championship in the same year. For those interested in potentially hosting both championships, please reference the respective bid document for tentative schedules for each championship. Please include additional documentation in your bid submission on how you may execute this concept in your city.



SECTION III: GENERAL FACILITY REQUIREMENTS

NCAA activities at the facility traditionally have been the responsibility of the facility personnel (or host institution/conference representatives), due to their familiarity and experience with the respective Elite Eight facilities. Therefore, most of the following information is for the benefit of facility personnel, not the Host/LOC. These tasks should be assigned to individuals based on their expertise.

1. Facility Use Dates:

The facility shall be reserved for the exclusive use of the NCAA not later than noon the Friday before the competition, through 8 a.m. the Saturday after the competition. (The facility shall make best efforts to complete arena set-up for the Elite Eight the Saturday morning preceding the national quarterfinal games.) All working press areas should be set not later than noon Saturday.

Competition Dates. The quarterfinals will be conducted Monday; the semifinals Wednesday; and the national championship game, Friday.

Practice Dates. The Sunday before the competition; Monday, Wednesday and Friday mornings on competition days; Tuesday and Thursday between competition days will be practice days.

2. NCAA Space Requirements:

The facility shall propose its plan for space assignments to the NCAA for approval at an early date. Such space shall be used for the NCAA tournament session before the championship. The facility shall provide a detailed diagram of the space listed herein to the NCAA.

Office Space. The NCAA shall designate an office space for the use of the 10 basketball committee members and NCAA staff beginning Saturday preceding the games, through the national championship game.

Athletic Training Rooms. Appropriate athletic training facilities and supplies shall be available on site for the teams. The LOC shall arrange for a certified athletic trainer (generally the host institution's athletic trainer) and one doctor to be available on practice and game days.

Statistics Control Area. An area shall be provided for use of the media coordinator and staff. It must have sufficient electrical power for operation of a photocopy machine.

Team Locker Rooms. A minimum of four locker rooms of comparable size and quality, with showers and toilets, must be available for teams in each locker room, along with lockers for players and coaches.

Assignment. Locker rooms shall be assigned by the NCAA, based on quarterfinal pairings.

Timing clock. A game clock is required in each team locker room and the officials' locker room.



Supplies. Each locker room must be clean and adequately supplied with towels and soap, toilet paper, water and ice, soft drinks (Coke products), a training table and a dry erase board, dry erase markers and eraser for practices and games. Supplies and refreshments for the locker rooms shall be provided by the facility under the supervision of the NCAA and at cost to the LOC.

Attendants. The host shall assign two individuals to ensure that all locker rooms are fully stocked with the appropriate supplies before each practice and game.

Officials Locker Rooms. Two rooms, with showers, to accommodate at least six individuals at a time must also be available.

Video Distribution Area. Space shall be identified for audio and video distribution. This area should accommodate a minimum of 10 television and/or radio crews.

Entrances to Arena. Each entrance must be staffed by an adequate number of persons. Every available entrance must be operational. Signs must be posted to clearly identify all entrances. No one should be allowed to enter without a ticket or credential. Public entrances shall be opened one hour before game time. An external public address announcement may be used to advise ticket patrons of gate accessibility, prohibited items, fan accommodations, etc. The NCAA must approve this announcement in advance.

Team Personnel Entrance. Team personnel will be admitted through a special entrance determined by the host. A table and chairs should be placed at this entrance for staffing. **On each day of practice and competition, only those individuals with a participant credential will be admitted. There will be no exceptions.** Once inside the arena, participants should wear the participant credential for access to court-side, media areas and other secured locations, including end zone seating area for non-participants (e.g., participants in the Elite Eight, just not that particular game).

Media Entrance. This entrance shall be located as close as possible to the media work area. This entrance shall be opened and staffed three hours before game time.

Media Credentials Distribution. A secured area (to accommodate, at a minimum, a table, security officer and media workers) shall be established adjacent to the media entrance.

Photography Areas. Not less than 17 feet of space for photographers shall be provided between the end line and the first row of seats in each end zone.

Sports Sciences Areas. Two facilities or a divided facility must be available for NCAA drug testing. Areas must have controlled access. Only the drug-testing crew, student-athletes and witnesses will be allowed in the waiting areas. The specimen collection areas should be fully equipped with restroom facilities adjacent to the waiting areas.



3. Interview Room/Media Work Areas.

The interview room must accommodate a minimum of 40 persons, seated theater style. This area shall be set no later than Noon Saturday preceding the Elite Eight.

It must accommodate a sound system, two wireless microphones for media to ask questions, lighting, sufficient electrical outlets, camera platform, an audio mixer, a mult-box, and an elevated dais for a podium with one microphone, one table, three microphones and three chairs for interviewees. A sound technician should be on hand for all news conferences. The NCAA will furnish name tent cards, microphone flags and a backdrop banner to be hung immediately behind the dais.

Courtside Media Area. The facility shall provide, at its expense, courtside media work space as designated by the NCAA for a minimum of 40 sideline workers. The courtside media area shall be set no later than noon Sunday the week of the Elite Eight.

Tables. It is recommended that all tables be 30 inches wide. The scorers' tables and the CBS announcers' position must be 30 inches wide; however, 18-inch tables may be used for the media. Topping and skirting must be dark in color.

Electrical Outlets. One outlet must be provided for every two working-press positions. It is suggested that the outlets be placed on the tops of the press tables.

Ethernet. One ethernet line will be provided for the participating teams' official radio station at each courtside working position. At its own expense, a media agency may order an additional hardline line to be installed at a courtside working position. This line is to be outside the normal allotment.

Media Work Area. This area must accommodate a minimum of 40 persons. Electrical connections shall be placed on the tops of tables. A minimum of one outlet power strip shall be available for every two seats. This area shall be set no later than noon Monday preceding the Elite Eight.

Media Hospitality Area. A refreshment area, separate from the work area, if possible, shall be provided to accommodate a minimum of 50 individuals. The LOC, with possible assistance from the NCAA, will provide refreshments. The NCAA shall not be required to pay corkage or other fees for such beverage and food. This area shall be set no later than noon Sunday of the week of the Elite Eight.

Communications Equipment. The host should have the following equipment, at the local organizing committee's (LOC) expense, available for the championship and in place and operable by noon the Sunday preceding the Elite Eight.

Computers. Two laptop computers, two laser printers and NCAA LiveStats software for in-game statistics for the primary and back-up statistics crew. One laptop computer and a laser printer for post-game quotes, notes and game story by media assistant staff.



Copiers. One high-speed photocopy machine (minimum of 75-100 pages per minute) for reproducing statistics and other material in the media workroom. The machine shall also include a 20-bin collator and an automatic stapler. This shall be delivered to the arena the Friday before the Women's Elite Eight. The LOC shall be responsible for the installation and service costs for these machines. The LOC shall arrange for an equipment operator and technician at no cost to the NCAA.

Monitors. Eight statistical monitors on press row.

Paper. Ten (10) cases of copy paper at the arena.

Printers. One laser printer shall be available to the participating SID's and media in the media work room. One laser printer shall be available for the NCAA office (Championship Manager, Media Coordinator, Committee members).

Wireless Access. Wireless access should be available in the interview room, media work room and press row. The access should be able to accommodate the number of media in attendance. A technical representative able to solve wireless issues should be on site during all games and on call for all practice days.

The facility is required to provide a secured high speed wireless/data network (WLAN) to support the NCAA, host conference staff, radio-rights holders, media and other users approved by the NCAA. The facility must provide dedicated bandwidth to support back-of-house locations such as the media workroom, interview room, NCAA office and other areas designated by the NCAA.

The data network must include hardware and software to support industry-standard security requirements; this includes provided encryption tools, a methodology to restrict user access, and support for real-time reporting of usage and bandwidth utilization.

The facility shall provide technical support at no charge to the NCAA and other users during the tournament. If the network is managed by a third-party contractor, technical staff must be on-site during the tournament.

Wireless deployment. Minimum 100 meg. The facility must provide a sufficient number of access points support IEEE 802.11g and 802.11n technology for the radio rights holders, media Turner/CBS Sports, NCAA staff and the host conference to use the Wireless Network (WLAN).

Access to wireless network. Access to wireless must be by pass code and not for the general public. Hard-wired internet lines: (12) – arena; (10) – media work room.

Wireless Microphones. Two wireless hand-held microphones for use during the postgame news conferences (interview room) and one for use by the NCAA basketball committee chair when presenting the NCAA trophy (the microphone must be compatible with the arena sound system and with CBS Sports audio).



4. Broadcast.

If broadcast rights are obtained, 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).

5. Non-Permissible Items.

The arena management is responsible for enforcing NCAA policies in this area. Patrons shall be advised of non-permissible items by the language printed on the back of each ticket, and patrons shall be encouraged to return non-permissible items to their automobiles. An area shall be established for the checking and securing of such articles at the patron's expense.

Video Equipment. A ticket patron may not bring video equipment into the arena. Still photography cameras are permissible.

Noisemakers. Artificial noisemakers, air horns, electronic instruments, etc., are not permissible. The facility is responsible for removing these items from the arena. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Signs, Flags, Banners. Non-commercial banners or hand-held signs that are deemed by the games committee to be non-offensive in nature and do not obstruct other spectator's views of the contest are allowable.

Promotional Items. Promotional items (e.g., cups, shakers, flags) with commercial slogans or identification are not allowed on the premises without the permission of the NCAA. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc. (except products sold by the NCAA or its agents) may not be distributed on the premises.

6. Official Scorer's Table.

The official table shall be 40-48 feet in length. Minimum width should be 30 inches. The tables must be electronic LED tables. The table must be provided by the host at no cost to the NCAA.

7. Parking:

The facility shall be responsible for revenue, maintenance and security in connection with its parking areas, at its expense.

Satellite Trucks and Other Remote Equipment. The facility shall provide parking space for satellite trucks and mobile equipment of all credentialed electronic media agencies. A reasonable "parking" fee to cover costs such as security and electricity, to be determined by the host in accordance with the facility's customary rates for other



events, may be charged to agencies that have not purchased live telecasting or broadcasting rights from the NCAA. All media agencies should be notified of this fee before the championship.

Complimentary Parking. The facility shall provide 30 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA. Parking credentials (if necessary), provided at LOC expense, should be delivered to the NCAA.

8. Personnel:

The facility shall furnish and pay for all operating personnel deemed necessary by the host and the NCAA, including, but not limited to, ushers, ticket-takers, exit watchpersons, private security officers, parking attendants, special police, city police and firepersons. All such personnel are to be under the sole direction and control of the facility and are not to be considered employees or agents of the host institution/conference or the NCAA.

Credentials. All facility personnel must wear credentials provided by the NCAA unless a standard uniform or arena credential is used for identification purposes. Otherwise, the facility must submit a listing of all individuals to receive credentials to the NCAA national office by the designated date provided by the NCAA staff liaison.

Media Assistants. The Host SID will designate staff members, sports information personnel and other media professionals to administer specific assignments on practice days and game days, with the understanding that individuals will have multiple media responsibilities. These individuals shall serve in a volunteer role.

9. Playing Court:

The Host/LOC shall provide a playing court for use at the competition site. The court shall be installed not later than noon Saturday before the competition. The facility shall provide assistance in installing the court to the specifications of the NCAA and any NCAA applicable playing rules. It is preferred that the court provided by the LOC is as neutral as possible and would require minimal covering of signage on the actual playing surface. The NCAA may bring in a special court, or floor decals, depending upon the floor provided by the LOC.

Size. The floor will be 120 feet by 62 feet.

Traction Devices. The NCAA will provide “Slipp-Nott” or similar traction aides.

Ladders. The facility shall provide a ladder at each end of the court for the winning team members to cut down the nets after the national championship game. [Note: Werner may provide two ladders for this purpose. The NCAA will alert the host if this is finalized.]



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

YES NO NO with Exception

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



SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance and ticket price history since the 2017-18 season.

Year	Host	Attendance	Ticket Prices
2018	Northern Sun Intercollegiate Conference and Sioux Falls Sports Authority **Joint Championship with Division II Men's Basketball	5,320	All-Session: \$45 Single-Session (Adult): \$15 Single-Session (Group): \$5 Single-Session (Student/Senior): \$8 Single-Session (Suite): \$20
2019	Ohio Dominican University and Greater Columbus Sports Commission	1,757	All-Session (Adult): \$18 All-Session (Child/Student): \$9 All-Session (Group): \$10 Single-Session (Adult): \$10 Single-Session (Child/Student): \$5
2020	Miles College and City of Birmingham	Cancelled	All-Session: \$30 Single-Session (Adult): \$15 Single-Session (Child): \$5
2021	Ohio Dominican University and Greater Columbus Sports Commission	0	*Note: Pandemic restrictions limited ticket sales plans. Teams were an allotment of complimentary tickets based on venue capacity restrictions.
2022	Miles College and City of Birmingham	1,082	All-Session: \$30 Single-Session (Adult): \$15 Single-Session (Child): \$9
2023	Missouri Western State University and St. Joseph Sports Commission (quarterfinals and semifinals) Dallas Sports Commission and Big 12 Conference (championship, in conjunction with the Division I Women's Final Four)	1,450	All-Session: \$40 Single-Session (Adult): \$20 Single-Session (Child): \$10
2024	Missouri Western State University and St. Joseph Sports Commission		
2025	Pennsylvania Western University Clarion and SportsPITTSBURGH		
2026	Pennsylvania Western University Clarion and SportsPITTSBURGH **Basketball Festival with Division II Men's Basketball		



Media Attendance and Points of Origin. There typically have been local media in attendance at the NCAA Division II Women's Elite Eight. The majority of the media come from the participating teams.



SECTION V: LODGING

General Guidelines:

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 with all requirements in the contract terms as presented in the sample contract.

Hotel Room Block

	Number of Hotels	Service Level	Room Type	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Teams (8)	4 max	Full service preferred but not required	Double/Double	128	128	128	64	64	32	32	c/o	576
			Suites	8	8	8	4	4	2	2	c/o	36
Headquarter and Officials	1	Full service preferred but not required	Kings	30	30	30	30	30	30	30	c/o	210
			Suites	2	2	2	2	2	2	2	c/o	14
Total				168	168	168	168	168	168	168	c/o	1008

Each team will receive 16 double/doubles and 1 suite.

The host institution is financially responsible for the officials and committee member accommodations to be reimbursed by the NCAA.

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue.

Hotel Room Needs.

Basketball Committee/NCAA Staff Accommodations. The NCAA staff and women’s basketball committee will arrive Saturday. A list of individuals who will stay at the headquarters hotel will be forwarded to the headquarters hotel on or about the Monday before the quarterfinals. Checkout will be Saturday after the national championship game.

Two of the rooms in the standard block are to be upgraded to suites when possible for the basketball committee.

Competing Institutions’ Responsibility. Each competing institution is obligated to confirm or cancel the accommodations. An institution is not obligated to stay at the designated property; however, it is responsible for the cost of rooms if canceling its reservations and then securing its own accommodations. The participating institutions are responsible only for the rooms reserved. If an institution prefers to stay at another hotel, it must (1) obtain a release for the rooms (in writing) from the hotel manager; or (2) use the rooms for persons accompanying the official traveling party. If an institution fails to make satisfactory arrangements for use of rooms with the hotel, full charges for the rooms



will be billed to the institution.

Complimentary Suite and Meeting Space. One complimentary suite for the director of athletics or head coach and complimentary meeting space should be provided to each team as part of the block (if available).

Early Departure. The host shall familiarize the properties with the tournament format so the management understands in advance that a losing team customarily departs the area after its last game or the next morning.

Officials Accommodations. 13 rooms (**which must be at a separate hotel from the student-athletes**) for the officials. All hotel expenses (single room and tax, but not incidentals) for officials required to stay overnight at the championship site shall be paid by the host institution and later reimbursed by the NCAA.

During the week of the Elite Eight, the NCAA shall advise the hotel management of the game officials' names. Otherwise, the game officials' names shall be kept confidential.

Reservations. The team rooms should be reserved beginning Saturday night before the competition. It is possible that teams could arrive as early as Friday.

Room Blocks. Every effort should be made to block each team's rooms together on the same floor.

Room Rate. Room rates for the NCAA, press and participating teams must be comparable in range. The NCAA also will select a complimentary meeting room. This will be provided outside the complimentary block.

Welcome Banners.

The NCAA shall provide standard "welcome" banners for the headquarters hotel and team hotels (two for each property). It is requested that no signs with commercial identification be displayed in the hotels (except banquet). If the LOC chooses to distribute its own banners, the NCAA must approve the design in advance.



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

YES NO NO with Exception

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES THE FOLLOWING:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for the 13 officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA Division II Women's Basketball Committee.
4. Awards.
5. Promotional assistance, including NCAA signage.
6. Basketballs for all championship contests and practices.
7. Bottled water, Powerade, coolers, ice chests and cups.
8. Mementos for participants.
9. Championships programs.

HOST INSTITUTION AND/OR HOST AGENCY PROVIDES:

1. Facility for practices and competition.
2. Recommended practice facilities for teams that arrive early (no practice at competition site until the day prior to commencing of competition).
3. Key personnel—announcer, official scorer, etc.
4. Public relations coordination.
5. First aid/medical services.
6. Championships hospitality.
7. Championships banquet.
8. Food/beverage concessions.



9. Public address system.
10. Support personnel—ushers, ball persons, etc.
11. Security.
12. Media room (fully equipped).
13. Media seating/work area.
14. Media coordinator and staff.
15. Committee meeting area (secured).
16. Officials' room (secured).

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SECTION VII: TRANSPORTATION

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

The NCAA will pay for the rental of cars and parking (if necessary) for a predetermined number of NCAA representatives (staff and officials).



SECTION VIII: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guide.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$4,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, NCAACHampsPromotion.com, is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

All artwork and reimbursement requests must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website NCAACHampsPromotion.com.
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.



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SECTION IX: TENTATIVE SCHEDULE OF EVENTS

(All times listed are Eastern but will be changed to match time zone of host.)

Saturday

5:30 p.m. NCAA and committee walk-through.

Sunday

8 a.m. to 4 p.m. Practice sessions for teams and community engagement.

**The community outreach is a 60-minute time commitment that includes the travel time to and from the institution.*

11:30 a.m. to
12:30 p.m. Pre-championship news conferences.

6 p.m. Championship banquet -- official traveling parties of participating teams, committee and invited guests.

8 p.m. Officials' meeting.

Monday

7 to 11 a.m. Practice sessions for teams (closed to the public).

Noon Quarterfinal contest.

2:30 p.m. Quarterfinal contest.

6 p.m. Quarterfinal contest.

8:30 p.m. Quarterfinal contest.

Tuesday

10 a.m. to 4 p.m. Practice sessions for teams.

Wednesday

10 a.m. to 4 p.m. Team Practices

6 p.m. Semifinal



8:30 p.m. Semifinal

Thursday

Noon Press Conference

1 p.m. to 4:30 p.m. Practice sessions for teams.

Friday

10:30 a.m. Team practice

Noon Team practice

7 p.m. Championship game



SECTION X: ANCILLARY EVENTS

Championship Celebration Event. The host is expected to plan and prepare for a banquet for approximately 200 people on the Sunday prior to the championship. The banquet should include a food and beverage plan, audio visual and entertainment component (e.g. speaker, video). Banquets are at the discretion of the NCAA sport committee.

The Women's Basketball Coaches Association (WBCA) may present student-athlete awards during the banquet Sunday night. The coaches association does not sponsor its annual convention in conjunction with the NCAA Division II Women's Basketball Championship. The Elite 90 award has been presented to the student-athlete with the highest cumulative grade point average participating in the championship game.

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

Approximately 50 volunteers per day will be needed for assignments. Volunteers are typically needed in the following areas: media, ticketing, parking, merchandise sales, games management, videography, ball kids (four per game) and locker room attendants. The specific number of volunteers needed in these areas will depend on the set up of each operation.

It is required that a minimum of eight teams hosts are provided to assist each team during their stay in your city.

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: BUDGET HISTORY

The chart below contains the three-year average of expenditures for the NCAA Division II Women's Basketball Elite Eight.

Expenditures Three-Year Average	
Total Expenses	\$88,064
Promotion	\$5,345
Tickets	\$5,200
Facility	\$20,339
Personnel	\$0.00
Entertainment	\$20,349
Equipment	\$854