



NCAA SITE SELECTION PROCESS





2027 and 2028 NCAA DIVISION III
MEN'S BASKETBALL CHAMPIONSHIPS

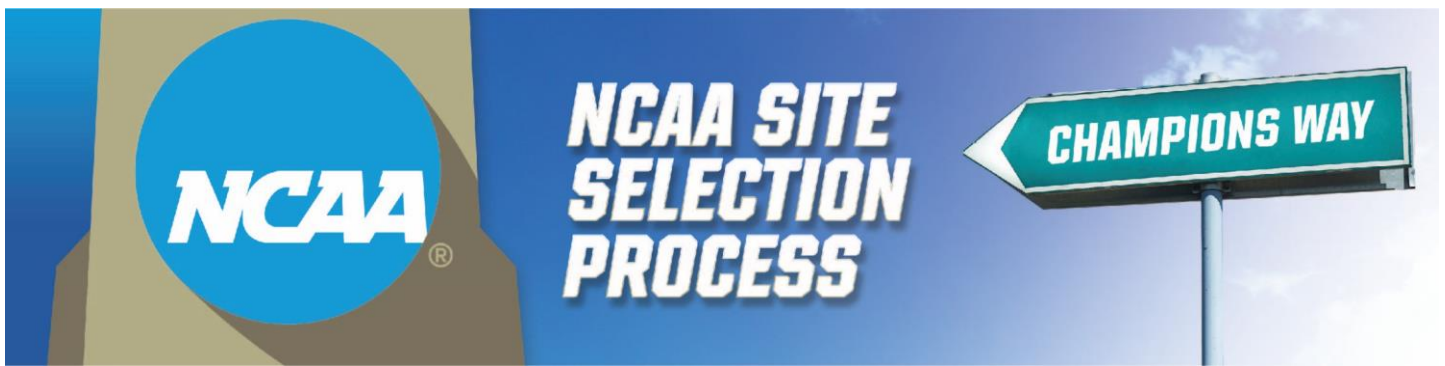
SPORT SPECIFIC INFORMATION



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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.

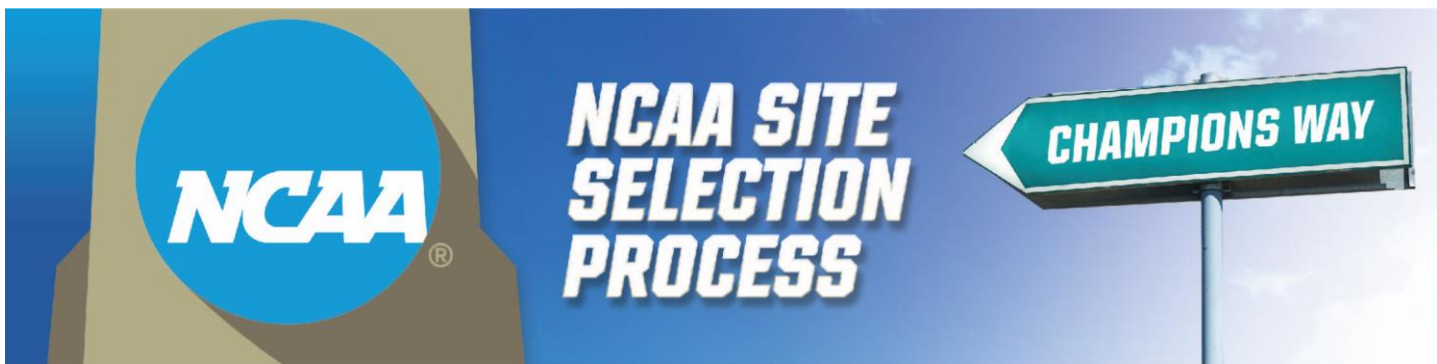


SECTION I: INTRODUCTION

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 to institutions’ several years in advance, so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

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



SECTION II: CHAMPIONSHIP STRUCTURE

| DATE FORMULAS | |
|--------------------------|----------------------------------|
| First/Second Rounds (16) | First Friday/Saturday in March |
| Sectionals (4) | Second Friday/Saturday in March |
| Semifinals/Finals (1) | Third Thursday/Saturday in March |

| 2027 Tournament Dates | |
|--------------------------|-------------------------|
| First/Second Rounds (16) | 03/05/2027 & 03/06/2027 |
| Sectionals (4) | 03/12/2027 & 03/13/2027 |
| Semifinals/Finals (1) | 03/18/2027 & 03/20/2027 |

| 2028 Tournament Dates | |
|--------------------------|-------------------------|
| First/Second Rounds (16) | 03/03/2028 & 03/04/2028 |
| Sectionals (4) | 03/10/2028 & 03/11/2028 |
| Semifinals/Finals (1) | 03/16/2028 & 03/18/2028 |

The Division III Men’s Basketball Championship provides for a maximum field of 64 teams.

*Should the Division III Men’s Basketball Championship be played in conjunction with the Division I Men’s Basketball Final Four, the Semifinals/Finals site may host only the quarterfinals and semifinals of the Division III Men’s Basketball Championship. If this were to occur the quarterfinal games may be played on Thursday and the semifinal games may be played on Saturday.

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 facilities. Therefore, most of the following information is for the benefit of facility personnel, not the LOC. These tasks should be assigned to individuals based on their expertise.

1. **Alcoholic Beverages.** On the dates of competition or practice, no alcoholic beverages or “nonalcoholic” beer shall be sold or dispensed for public or private consumption anywhere in the arena. No such beverages shall be brought to the site during the championships (i.e., during the period from the time access is available to spectators until all patrons have left the facility or area used for consumption).

Alcoholic beverages may not be served in facility clubs or restaurants beginning at the time the facility opens to the public and ending 90 minutes after conclusion of the final contest (or practice) of the day. Facility clubs or restaurants are those areas where patrons have access to the facility seating area without passing a ticket taker’s position.

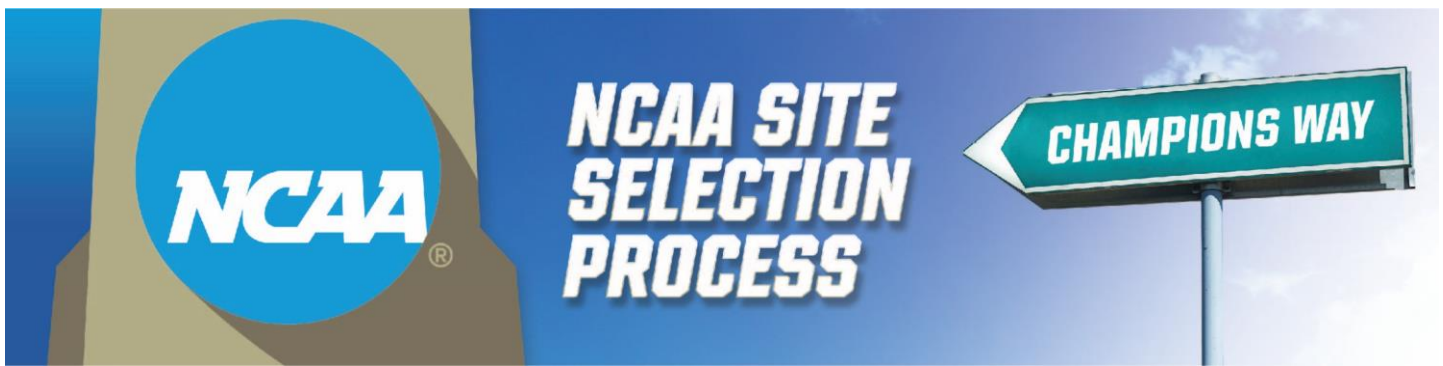
Alcoholic beverages shall not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it shall not be permissible for alcoholic beverages to be distributed or consumed outside the private viewing suites.

2. **American Disabilities Act.** 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 cities, state or federal regulations concerning access and seating for people with disabilities.
3. **Facility Use Dates.** The facility shall be reserved for the exclusive use of the NCAA from 6 a.m. Tuesday preceding the competition through the conclusion of the competition. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. The facility shall make best efforts to complete arena set-up for the semifinals the Tuesday morning preceding the national semifinal games. All working press areas should be set not later than noon Tuesday. The committee arrives Tuesday for a walk-through of the facility. The facility should be set/ready prior to the walkthrough.

Competition Dates. The semifinals will be conducted Thursday and the finals Saturday. (Note: The NABC All-Star game will be held on Saturday afternoon at the facility).

Practice Dates. The Wednesday before competition will be a practice day. The mornings of competition, Thursday and Saturday, will also be “practice days.” All practices are closed to the public. During that time, the facility will be clean and accessible, and playing conditions should be safe and of championship caliber. Practice days must be set to game-day conditions (e.g., bleachers set, lighting, scoreboards, etc.).

There should be no conflicting events (i.e., classes, practices, etc.) held during the practice session on or around the playing floor that would interfere with any championship events.



4. **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. All space shall be available no later than 6 a.m. Tuesday of the week of competition. The facility shall provide a detailed diagram of the space listed herein to the NCAA. The facility must provide the following space at its expense with all areas subject to the approval of the NCAA:

- a. **Office Space.** The NCAA shall designate an office space for the use of up to 12 basketball committee members and NCAA staff beginning Tuesday preceding the games, through the conclusion of the competition.
- b. **Athletic Training.** 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) for all practices and games and one doctor to be available on game days.
- c. **Statistics Control Area.** An area shall be provided for use of the media coordinator and staff containing one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. It must have sufficient electrical power for operation of a photocopy machine and internet capabilities. The facility shall be responsible for the installation, service costs and paper for these machines during the championships. This area should also include one high-speed, hard-wired internet line along with wireless capabilities.
- d. **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.

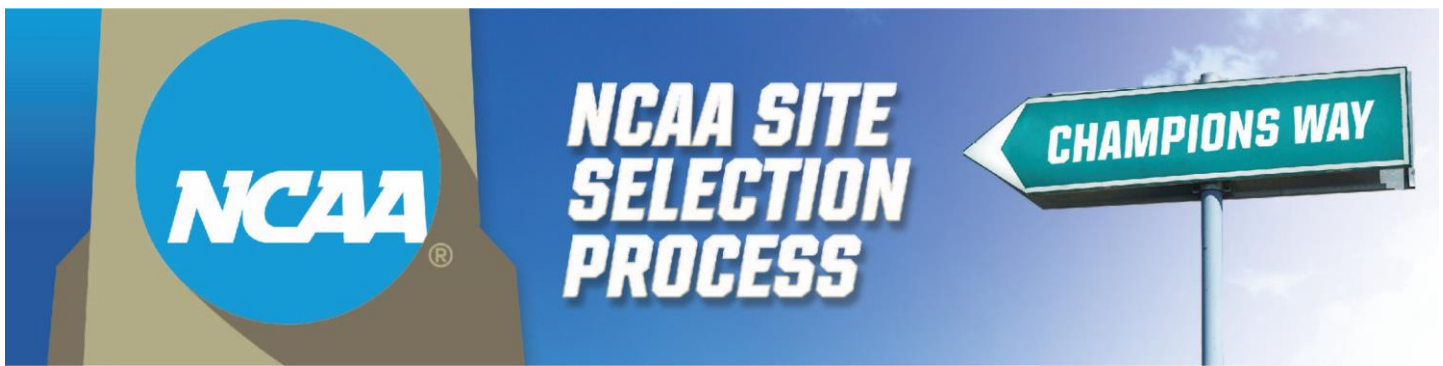
Assignment. Locker rooms shall be assigned by the NCAA, based on quarterfinal pairings.

Timing clock. It is required that a game clock is provided 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

- b. **Officials Dressing Room.** One rooms, with showers, to accommodate at least 8 individuals at a time must also be available. A sign reading "NCAA use only" shall be posted on the door of this room.
- e. **Video Distribution Area.** Space shall be identified for audio and video distribution. This area should accommodate television/video and/or radio crews.



- d. **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. Signs must also state, "No Re-admittance." 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 courtside, media areas and other secured locations, including end zone seating area for non-participants.

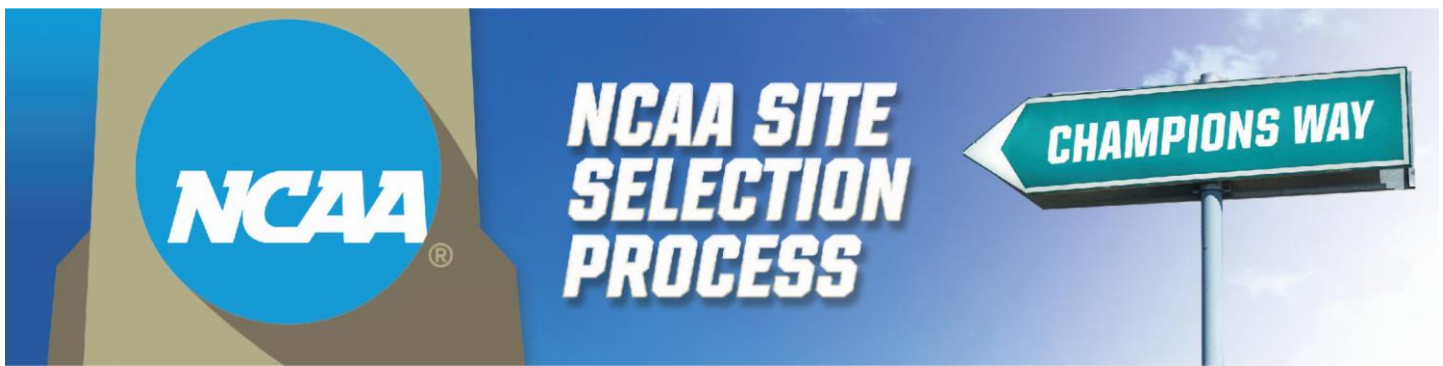
Media Entrance. This entrance shall be located as close as possible to the media work area. This entrance shall be opened and staffed three hours before game time.

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. Credentials shall be distributed from this area using Sports Systems online check-in tool.

- f. **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.
- e. **Sport Sciences Area.** Two facilities or a divided facility must be available for all team championships in as much as the NCAA drug tests winning and losing teams. 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.

5. **Official's Scorer's Table.**

- a. **Size of 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. The NCAA holds sole discretion of who sits at the table during competition. In the event that more seats are needed, the installation of an elevated table behind scorer's table is acceptable.
- b. **Championship Use.** The competition venue shall make such LED scorer's table available for use at the NCAA's sole discretion, at no cost to the NCAA. If the competition venue currently has a scorer's table with video board capability, the NCAA will work with the venue to attempt to use the venue's equipment. The competition venue is responsible for an operator and power required to run the scorer's table, including the video board.



- c. **Chairs.** The NCAA will order an appropriate number of chairs or slip covers for chair backs for the scorer's table.
 - d. **Official Scorer's Location.** Seat location of the official scorer must be identified with an "X" or small NCAA logo on the floor in front of the position.
6. **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 Wednesday preceding competition.

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 eight interviewees, two tables, four to six microphones and eight chairs. 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.

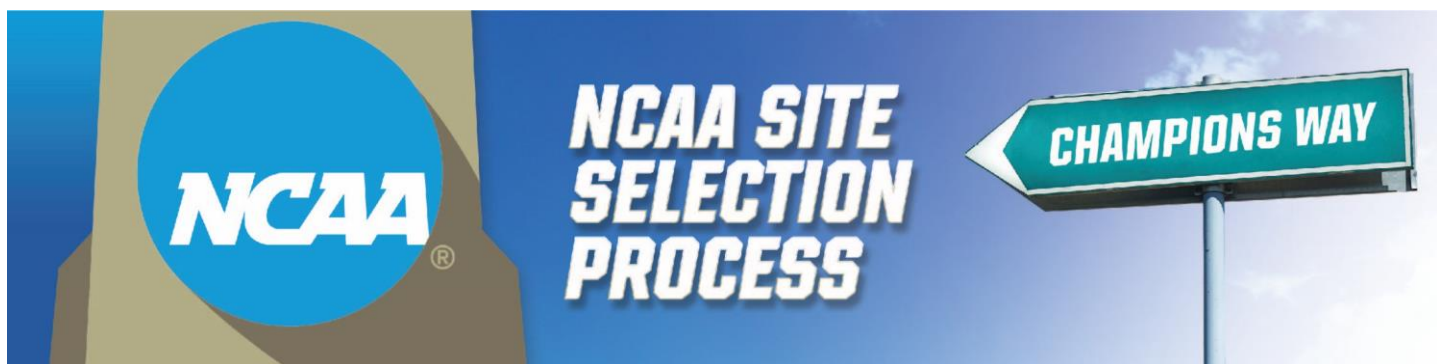
- a. **Courtside Media Area.** The facility shall provide, at its expense, courtside media work space as designated by the NCAA for a minimum of 60 sideline workers. The courtside media area shall be set no later than noon Wednesday the week of competition.

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.

Telephones. One telephone 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 telephone line to be installed at a courtside working position. This line is to be outside the normal allotment.

- b. **Media Work Area.** This area must accommodate a minimum of 50 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 Wednesday preceding competition.
- c. **Media Buffet Area.** The media buffet area should accommodate a minimum of 150 persons. 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 Wednesday of preceding competition.
- d. **Communications Equipment.** The Host SID 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 Monday preceding the Elite Eight.



Computers. Two laptop computers, two laser printers and Statcrew software for in-game statistics for the primary and back-up statistics crew. One laptop computer to be used at the credential check-in table for credential pick-up.

Copiers. One high-speed photocopy machine (minimum of 75-100 pages per minute) for reproducing statistics and other material. The machines shall also include a 20-bin collator and an automatic stapler. This shall be delivered to the arena the Wednesday before competition. 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. They will be placed at the seat locations of CBS Sports (1), Westwood One Radio (1), NCAA Committee (2), each participating radio network (3), and primary local media (1).

Paper. Ten (10) cases of copy paper at the arena should be delivered on the Tuesday before competition.

Printers. Two laser printers 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 practices and games.

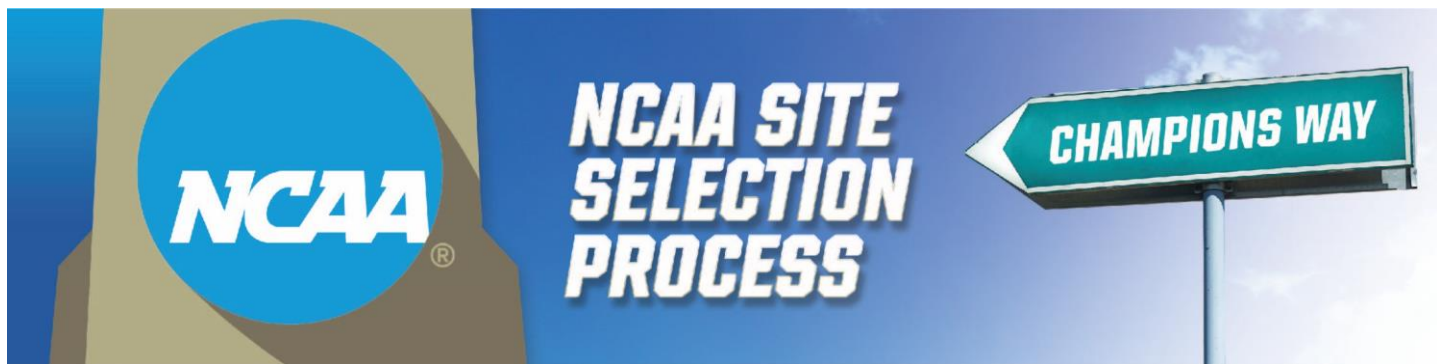
The facility is required to provide a secured high-speed wireless/data network (WLAN) to support the NCAA, host staff, radio-rights holders, media and other users approved by the NCAA. The facility must provide dedicated bandwidth to support back-of-house locations such as the media workroom, interview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

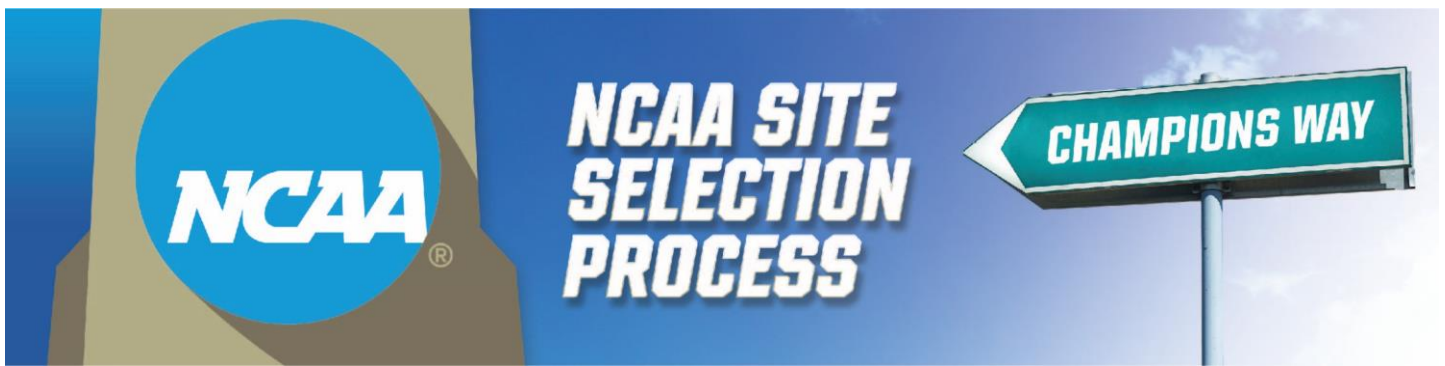
Wireless deployment. Minimum 100 meg. The facility must provide a sufficient number of access points support IEEE 802.11g and 802.11n technology for the radio rights holders, media Turner/CBS Sports, NCAA staff and the host conference to use the Wireless Network (WLAN).

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 and (2) NCAA office.



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).

6. **Safety.** 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.
7. **Evacuation Plan.** The facility must have a comprehensive evacuation plan in case of emergencies.
8. **Parking.** The facility shall be responsible for revenue, maintenance and security in connection with its parking areas, at its expense.
 - a. **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.
 - b. **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.
9. **Playing Court.** The LOC shall provide a playing court for use at the competition site. The court shall be installed not later than noon Monday 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 depending upon the floor provided by the LOC.
 - c. **Size.** The floor will be 120 feet by 62 feet.
 - d. **Design.** The NCAA will create a floor design that will complement the arena decorations. The center-court design will highlight the championship logo. The center-court logo must be in compliance with the respective season's NCAA basketball rules. There must be a continuous line through the center of the court through the logo, and the outer jump circle must be visible. The inner "small" circle need not be visible for NCAA play. (See diagram of court layout in Appendix R.)
 - e. **Traction Devices.** The NCAA will provide "Slipp-Nott" or similar traction aides. (See "Slipp Nott" in Section No. 7.1.)
 - f. **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.]

10. **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 watchmen, private security officers, parking attendants, special police, city police and firemen. 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.
 - a. **Credentials.** All facility personnel must wear credentials provided by the NCAA unless a standard uniform 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.
 - b. **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.
11. **Signage.** The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.
12. **Ancillary Event.** Willing to host a collegiate all-star game prior to the championship game.
13. **Lighting.** Refer to the [NCAA Best Lighting Practices](#) for minimum lighting requirements. The semifinals games are streamed on www.NCAA.com. The national championship game is anticipated to be a linear television broadcast.

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

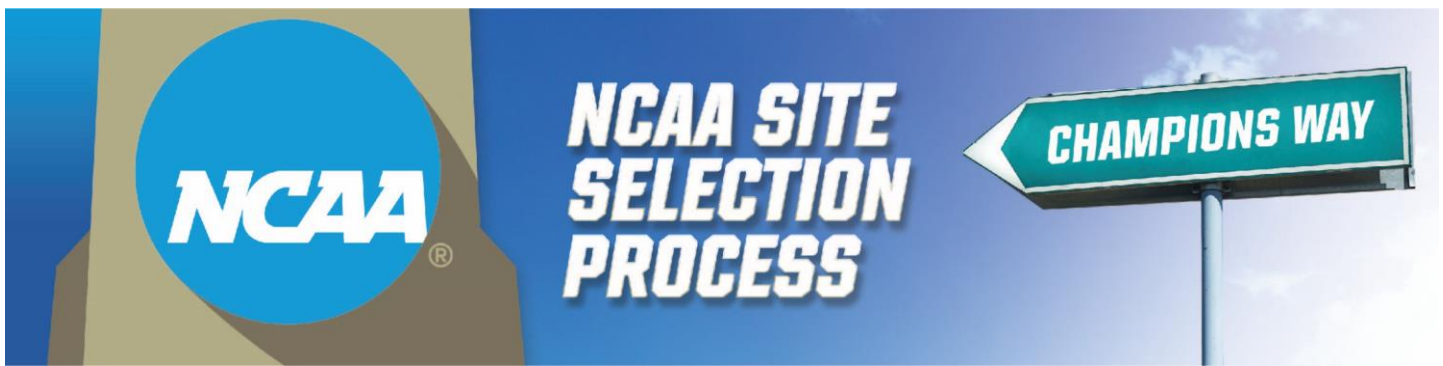
Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding 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 | | | |
| 2019 | Manchester University and Visit Fort Wayne | 4,288 | All-Session Adult: \$30 All-Session Team Adult: \$25 Single Session Team Adult: \$20 Single Session Individual Adult: \$12 Group: \$18 |
| 2020 | Manchester University and Visit Fort Wayne | Canceled due to pandemic | |
| 2021 | Manchester University and Visit Fort Wayne | Canceled due to pandemic | |
| 2022 | Manchester University and Visit Fort Wayne | 8,674 | All-Session Adult: \$30 All-Session Team Adult: \$25 Single Session Team Adult: \$20 Single Session Individual Adult: \$12 Group: \$18 |
| 2023 | Manchester University and Visit Fort Wayne | 2,613 | All-Session Adult: \$45 All-Session Team Adult: \$31.25 Single Session Team Adult: \$15 Single Session Individual Adult: \$30 Group: \$31.25 |
| 2024 | Manchester University and Visit Fort Wayne | | |
| 2025 | Manchester University and Visit Fort Wayne | | |
| 2026 | Manchester University and Visit Fort Wayne | | |



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.



Hotel Room Block

| Block | Room Type | Tuesday | Wednesday | Thursday | Friday | Saturday | Total |
|---------------------------------------|-----------|---------|-----------|----------|--------|----------|-------|
| Teams ¹ (4) | Doubles | 68 | 68 | 68 | 68 | 68 | 272 |
| | Suites | 4 | 4 | 4 | 4 | 4 | 20 |
| Headquarters & Officials ² | Kings | 1 | 29 | 29 | 29 | 29 | 117 |
| | Suites | 1 | 1 | 1 | 1 | 1 | 5 |
| Total | | 74 | 102 | 102 | 102 | 102 | 482 |

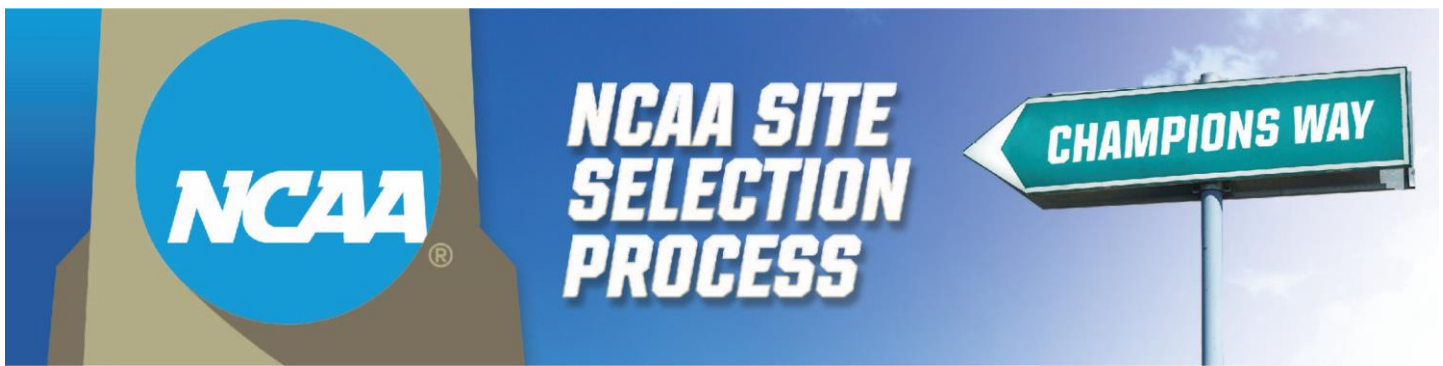
¹Room types per team: 17 Doubles/Doubles and 1 Suite, per team.

²Room types for HQ/Officials: All king Rooms

The host institution is financially responsible for the game official accommodations to be reimbursed by the NCAA.

All hotels shall be in close proximity (ideally within walking distance) from the competition venue. The team hotel(s) must be of comparable quality and distance from the competition venue. A minimum of seventeen double/double sleeping rooms and 1 suite for each team is required. Headquarters and officials may be combined at one location if necessary but preferred in separate locations.

- Administration.** The host institution must recommend local hotels for use by the competing teams and the NCAA. The NCAA must approve all hotel contracts prior to signing the contract. It is strongly recommended that each hotel be equally accessible to the arena and have its own full-service restaurant and catering capabilities.
- Food and Beverages.** Hotels shall keep food and beverage outlets open and provide room service as late as possible on all nights during the championship.
- Host Staff Apparel.** The NCAA will encourage its licensees to provide standard sportswear to be worn by hotel personnel (e.g., front-desk employees and bell staff) at headquarters and team properties. The design may include the manufacturer's logo and the Elite Eight logo. The NCAA must also approve the design in advance. Cost for this item is the responsibility of the LOC, unless a licensee donates it.
- Hotel Room Needs.** The LOC shall reserve rooms for the NCAA, media, NCAA corporate partners, and participating institutions (17 double-double rooms and one complimentary suite for each team, if available). Additional rooms should be available for special guests and fans. Separate hotels may be used.



Basketball Committee/NCAA Staff Accommodations. The NCAA staff and men's basketball committee will arrive Monday/Tuesday. 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, championship game day, or Sunday.

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

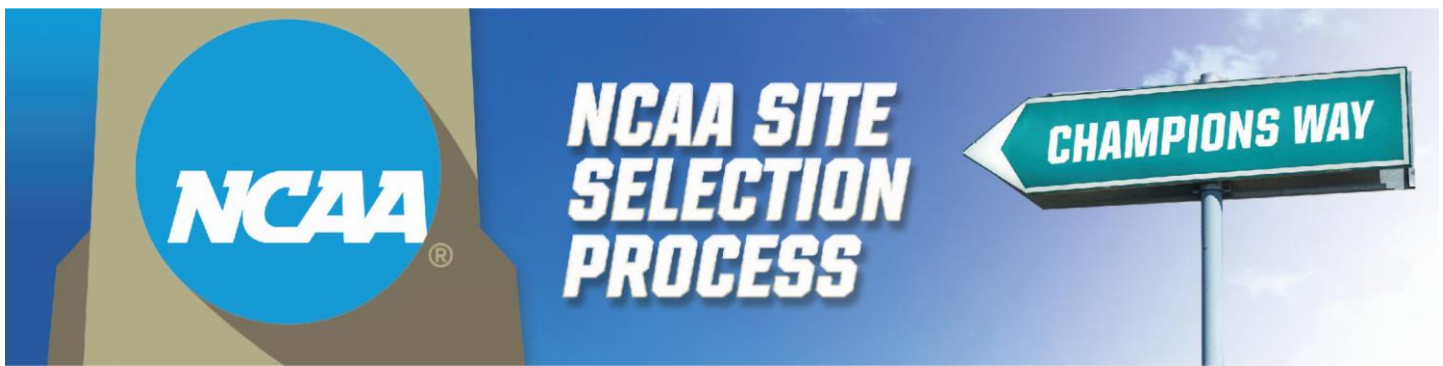
Competing Institutions' Responsibility. Each competing institution is obligated to confirm or cancel the accommodations. An institution is not obligated to stay at the designated property; however, it is responsible for the cost of rooms if canceling its reservations and then securing its own accommodations. 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).

5. **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.
6. **Officials Accommodations.** The LOC shall reserve 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 competition, the NCAA shall advise the hotel management of the game officials' names. Otherwise, the game officials' names shall be kept confidential.

7. **Reservations.** The team rooms should be reserved beginning the Tuesday afternoon before the competition. Teams will arrive as early as Tuesday morning/afternoon.
8. **Room Blocks.** Every effort should be made to block each team's rooms together on the same floor. Room blocks for team boosters should not be on the same floor as the team.



9. **Room Rate.** Room rates for the NCAA, press and participating teams must be comparable in range. The NCAA accepts standard complimentary policy of at least 1/50. The NCAA also will select a complimentary parlor for a meeting room. This will be provided outside the complimentary block.
10. **Housing Bureau for General Public.** The host city convention and visitors bureau may provide housing information to the general public at the time public game tickets are distributed. Any housing information shall be produced at the host's expense. All items for distribution in conjunction with the ticket mailing must be submitted to the NCAA for approval not later than 11 months before competition.
11. **LOC Obligation.** The NCAA will request assistance from the host city convention and visitors association in reserving rooms to accommodate each Championship constituency. It shall be the LOC's responsibility to communicate the NCAA requirements to the hotel properties before the awarding of the Championship to the city. The hotels will be responsible for providing rates to the NCAA no later than September 1, approximately six months in advance.

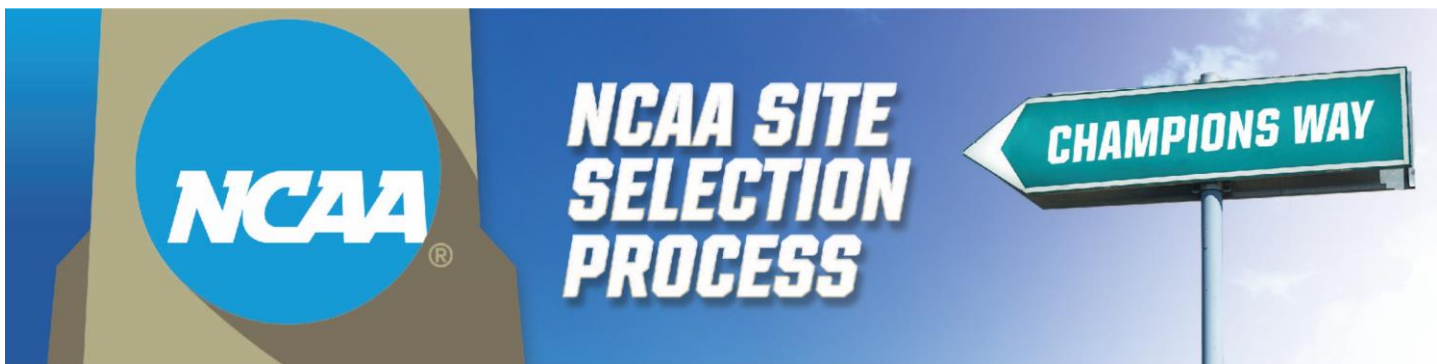
The LOC is responsible for reaching agreements with the hotels.

12. **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.
13. **Welcome Buttons.** The LOC may choose to distribute welcome buttons, at its expense, to headquarters and team properties as part of developing a "look" throughout the city. The LOC must submit the design of the buttons for NCAA approval.

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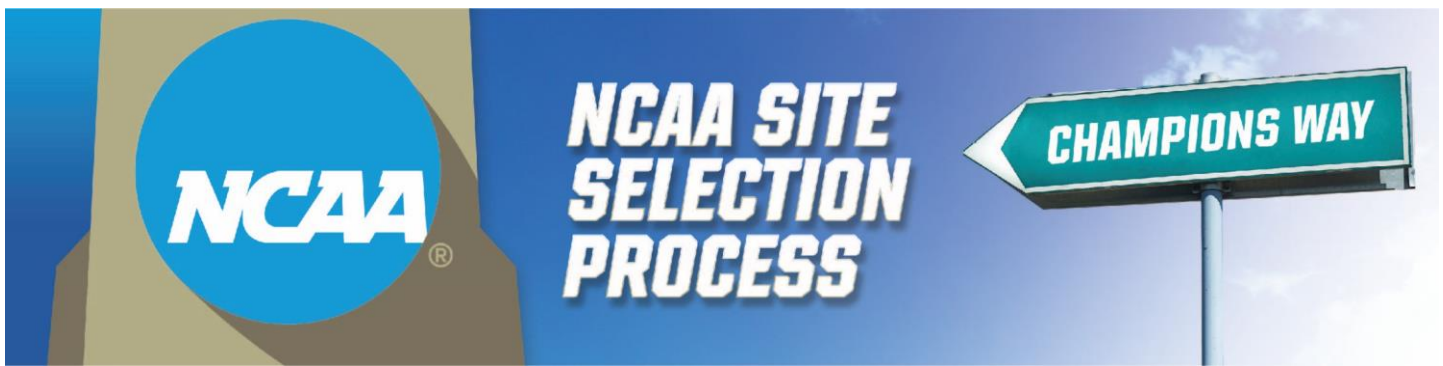
SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per-diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for the 12 officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA Division III MBB committee.
4. Awards for the participating teams.
5. Championship programs.
6. Credentials.
7. Mementos to the official traveling parties of the participating teams.
8. Funding for volunteer apparel.
9. Promotional assistance, including NCAA signage.
10. Official Wilson basketballs for contests and practices.
11. Water and hydration products (Coke products), ice chests, coolers and cups.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facility for practices and competition complete with all floor markings as required by the NCAA. Basket supports along with a playing floor shall be provided by the host.
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. Volunteers.
5. Public relations coordination.
6. First aid/medical services/AED on-site/ambulance on-site.



7. Championships hospitality.
8. Food/beverage concessions.
9. Public address system.
10. Support personnel – ushers, ball persons, ticket takers, media runners, etc.
11. Security.
12. Media room (fully equipped).
13. Media seating/work area with constant refreshments.
14. Media Coordinator and staff
15. Committee meeting area (secured).
16. Tickets.
17. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
18. Appropriate directional signage within and outside the venue.
19. Other items as later requested by the NCAA.
20. Community service opportunity.

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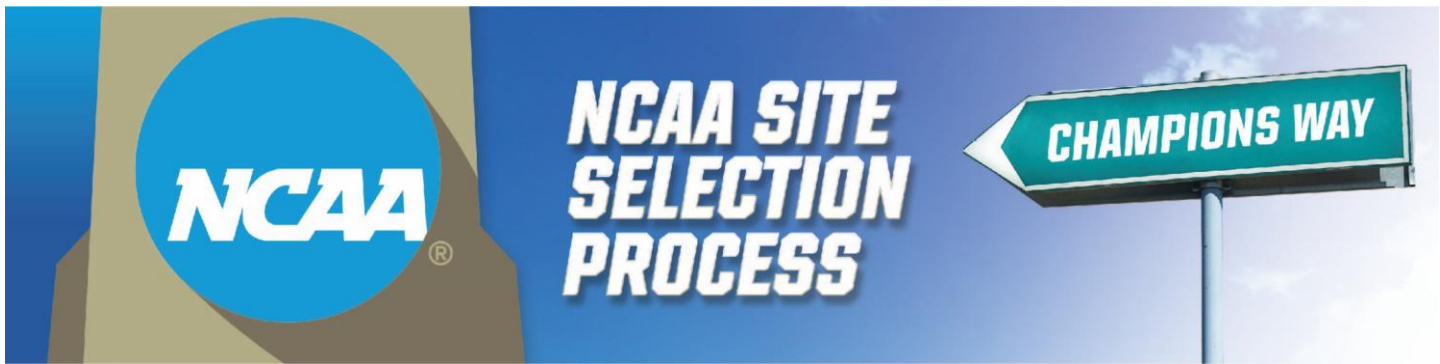
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SECTION VII: Transportation

There are no additional transportation requirements from the host for the Division III Women's Basketball Championship outside of the parking requirements listed in Section III.



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.

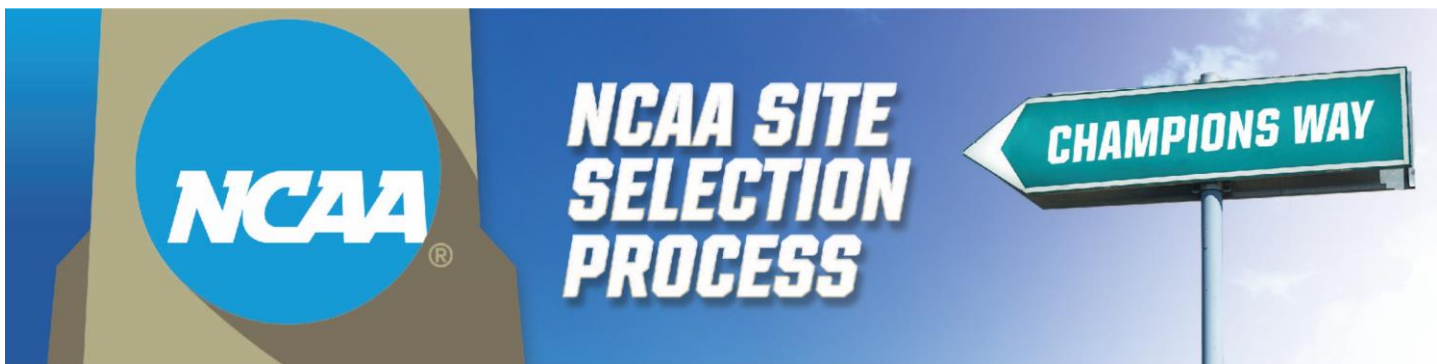
All artwork and reimbursement requests must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

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: SCHEDULE OF EVENTS

Following is a tentative schedule of activities to be held in conjunction with the championship:

Tuesday

Committee members arrive on-site.
Committee meets at HQ hotel.
Committee arena walkthrough
Dinner with LOC.

Wednesday

Team practices.
Community service.
Media day.
Media production meeting.
Game officials meeting.

Thursday

Team shoot-arounds.
Semifinal No. 1.
Semifinal No. 2.

Friday

Team practices (advancing teams).
Media day.
NABC All-Star Practice.

Saturday

Team shootaround.
All-star game.
Championship game.

*Schedule subject to change



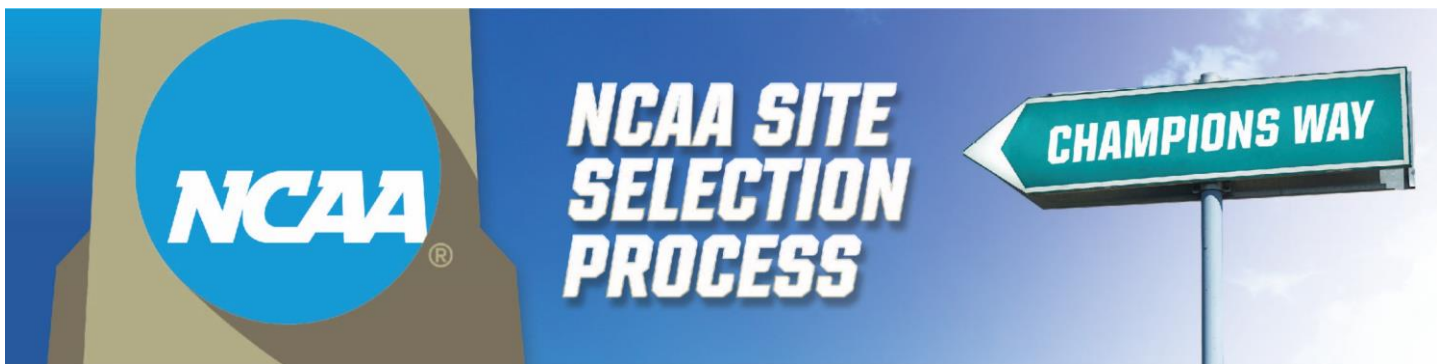
SECTION X: COACHES ASSOCIATION

The National Association of Basketball Coaches (NABC) is involved with the All-Star Game that takes place on Friday of championship week. Separate practice facilities may be needed for the All-Star teams to practice on Thursday and Friday. Typically, the NABC will secure their own hotel rooms for the All-Star game. 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 the coaches association does not sponsor its annual convention in conjunction with the championships.

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SECTION XI: VOLUNTEER NEEDS

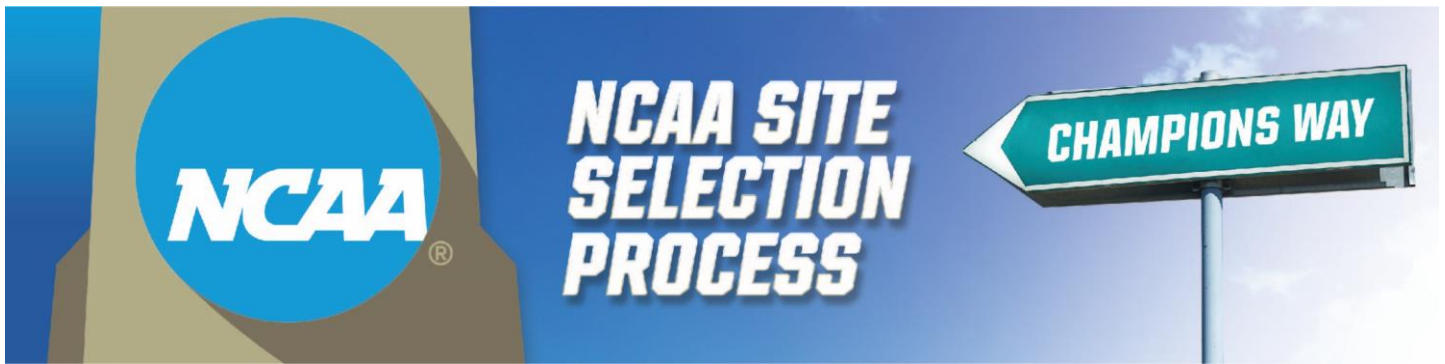
Approximately 20-25 volunteers per day will be needed for assignments.

At least two volunteers are needed to act as media runners, four volunteers are needed for ticketing purposes, and several volunteers may be needed to act as parking attendants during the championship. The number of volunteers needed for media and merchandise sales will depend on the setup of those operations. In addition, four volunteers are needed as it relates to games management, two videographers, four ball kids per game and four locker room attendants are also required. A minimum of four teams hosts are needed to assist each team during their stay in your city.

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SECTION XII: BUDGET HISTORY

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

| Expenditures Three-Year Average | |
|---------------------------------|-------------|
| Total Expenses | \$91,937.00 |
| Promotion* | \$8,249.00* |
| Tickets | \$2,273.00 |
| Facility | \$45,377.00 |
| Personnel | \$16,101.00 |
| Entertainment | \$14,795.00 |
| Equipment | \$1,140.00 |
| Officiating Expenses | \$4,002.00 |

*Includes specific funding denoted by the NCAA.