



# **NCAA SITE SELECTION PROCESS**





2027 and 2028  
NATIONAL COLLEGIATE WOMEN'S GYMNASTICS CHAMPIONSHIPS  
Nationals

SPORTS 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.**



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## 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.



## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (4):	Two regional competitions will occur on a Wednesday, Thursday, Saturday format and two regional competitions will occur on a Thursday, Friday, Sunday format. All competition will conclude the weekend of the first Saturday in April.
National championship	The national championships will occur two weeks after regionals on a Thursday and Saturday format or a Friday and Sunday format.

The National Collegiate Women’s Gymnastics Championships will consist of 8 teams, 4 all-around competitors and 16 event specialists (all of whom are not on a qualifying team). Semifinal team, all-around and individual finals competition will be conducted in two semifinal sessions on Thursday or Friday. The top two teams from each session will advance to the championship final competition on Saturday or Sunday.

**PLEASE NOTE:** The NCAA Women’s Gymnastics Committee will consider bids for the 2027 and 2028 National Collegiate Women’s Gymnastics Championships. The committee also will consider multi-year bids. Please indicate the year(s) in which you are interested in serving as host:

\_\_\_\_\_ April 13 – 18, 2027

\_\_\_\_\_ April 11 – 16, 2028



### SECTION III: GENERAL FACILITY REQUIREMENTS

In addition to those items listed in the Championships Bid Specifications document, please note the following:

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 cities, state or federal regulations concerning access and seating for people with disabilities.
2. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
3. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Programs, merchandise and concessions may be sold.
4. 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.
5. The computerized scoring system, Scorekeeper, must be used at national championships.
6. The purchase of equipment may not be included as an item of expenses in the host institution's budget.
  - a. The women's gymnastics committee requires that prospective host institutions provide all American Athletic, Inc (AAI) equipment. AAI will provide all equipment for nationals. Please note that some items may be added or deleted due to future changes to equipment specifications. Equipment company personnel will staff the competition venue at nationals. \*AAI as the equipment supplier is subject to change based on 2023 RFP.
  - b. Miscellaneous.
    - (1) The institution needs to provide the score flashers (24-4/event, 7 at vault) for each scoring table.
    - (2) Chalk holders and chalk.
    - (3) Spare parts - turnbuckles, load binders, vaulting springs, etc.
    - (4) Wire brushes, spray water bottles, stop watches, start value charts, panel mats, etc.
7. 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.
8. 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 area(s) that can adequately accommodate the student-athletes (approximately 70 per session).
  - b. Separate area to hold participant hospitality (all practice and competition sessions).
  - c. Media work space for 60 with appropriate lighting, heat, air-conditioning and toilet facilities.
  - d. Two areas of private office space, one for the use of the NCAA (16) and one for the use of the judges (26).
  - e. A statistics control area 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. The copy machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships.
  - f. The facility shall provide a facsimile machine.
  - g. A large room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
  - h. Six, separate, clean and equitable team locker rooms. Each locker room should accommodate 20 student-athletes and have its own mirrors, shower and toilet facilities.
  - i. Two separate locker rooms for the judges and male coaching staff.
  - j. Interview area set for 30 with dais, podium and audio equipment. In addition, television platforms must be available in the rear of the room.
9. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, awards platform, corrals and platforms for all areas described herein as required by the NCAA.
  10. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.
  11. Size of venue shall be a minimum of 26,500 square feet (125' W x 215' L). The facility shall have at least 8,000 permanent and/or temporary seats for hosting the national championships.
  12. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations (approximately 80 for nationals).
  13. The facility shall provide at least one main scoreboard/leader, sound system and a video board. The facility, at its own expense, shall provide access to any video boards, LED boards or matrix boards. In addition, the facility,



at its own expense, shall provide a full in-venue production for all NCAA event days. This production shall include a fully staffed and operational in-venue broadcast / video board control room on all event days (e.g., game days, open practice days and other NCAA event days). In addition, the production shall include access and use of control room equipment prior to event days for any pre-production needed the week of the event: editing suites, play back equipment, video storage and editing systems.

The facility will provide a minimum of one main scoreboard. The following information must be displayed in real time:

- Each team's total score
- Score of each competing gymnasts in the lineup
- Score of the all-around and/or individual event competitor
- Total score of top 8 all-arounders

14. NATIONALS. The facility must be available from 8 a.m. Monday (with a Thursday/Saturday format) or Tuesday (with a Friday/Sunday format) preceding the competition through the conclusion of the competition for the purpose of preparing for; practicing for and conducting the competition. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber.
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. 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).
  - b. 3-phase to other areas designated by the NCAA including, but not limited to the interview room, NCAA meeting room, NCAA soccer committee suite, television and radio booths, and other special media areas.
15. The NCAA owns the exclusive rights to broadcast the games on television and radio, 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 media locations and work areas.
16. If broadcast rights are obtained in the future, the NCAA will work with future hosts of 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 facility agrees that the NCAA will be paid the predetermined ticket admission rate for each suite admission, not to exceed the cost of tickets in the general seating area. The host agrees championship receipts shall include the predetermined ticket admission rate for each suite admission and that all users of the suites shall purchase tickets to access suites for attendance of games played in the championship.
18. 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 at the time of the championship, and is inclusive of any new inventory that may be added by the venue after this bid document is signed.
19. 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, 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 National Collegiate Women's Gymnastics Championship 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.
20. 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.
21. For all product placed in the locker rooms, please make best efforts to consider and utilize NCAA Corporate Champion/Partner product if applicable.



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	St. Louis Sports Commission, University of Missouri, Columbia	17,582	All-Session Adult: \$22 Single Session Adult: \$22
2019	Texas Women's University and Knight Eady	22,109	All-Session Adult: \$55 Single Session Adult (semifinals): \$20 Single Session Adult (final): \$25
2020	Texas Women's University and Knight Eady	Cancelled due to COVID-19 pandemic	
2021	Texas Women's University and Knight Eady	5,934 *Pandemic restrictions affected attendance numbers.	Single Session Adult (semifinals): \$31.50 Single Session Adult (final) \$37 *Pandemic restrictions affected ticket sales plans.
2022	Texas Women's University and Knight Eady	10,250	All-Session Adult: \$77 Single Session Adult (semifinals): \$24.50 Single Session Adult (final): \$30 All-Session Team: \$82.50 Single Session Team (final): \$30
2023	Texas Women's University and Knight Eady	17,471	All-Session Adult: \$77 Single Session Adult (semifinals): \$24 Single Session Adult (final): \$30 Single Session Team (semifinals): \$31 Single Session Team (final): \$34
2024	Texas Women's University and Knight Eady		
2025	Texas Women's University and Knight Eady		
2026	Texas Women's University and Knight Eady		



## **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.



Room block:

		Arrival	Practice	Comp	Day of Rest	Final Comp				
Block	Room Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun*	TOTAL
<b>Headquarter &amp; Officials</b>	Kings	8	51	51	51	51	51	51	51	<b>255</b>
	Suite	2	2	2	2	2	2	2	2	<b>10</b>
<b>Teams (8) &amp; Indiv.</b>	Double/doubles	0	0	240	240	240	220	220	220	<b>1160</b>
	Suite	0	0	8	8	8	7	7	7	<b>38</b>
<b>TOTAL</b>		<b>10</b>	<b>53</b>	<b>301</b>	<b>301</b>	<b>301</b>	<b>280</b>	<b>280</b>	<b>280</b>	<b>1463</b>

Team Allocations: 20 double/doubles, 1 suite; Individuals: 20 individuals (3 others traveling per individual for a total of 60 additional 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.

Participant Hotels. The prospective host shall recommend hotels for the participating teams. Other requirements:

- (1) A minimum of 20 double/double nonsmoking sleeping rooms for each team is required.
- (2) The designated hotels should be full service and have indoor access to the rooms.
- (3) For each team, upgrade one sleeping rooms to one-bedroom suites for the head coach at the team rate.
- (4) Complimentary meeting rooms.
- (5) Complimentary internet/Wi-Fi access.
- (6) Hold rooms for fans at a special rate (20 per team).

NCAA headquarters hotel. 35 rooms, at a special rate.

- (1) Two of these rooms shall be upgraded to parlor suites. These suites will be assigned by the NCAA staff.
- (2) Complimentary meeting rooms.
- (4) The NCAA will control these 35 rooms. No reservations shall be made within this room block without the approval of the NCAA.



- (5) All hospitality suites must provide Coca-Cola products, or those of the NCAA corporate partner at the time of the championship.

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YES       NO       NO with Exception

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## SECTION VI: NCAA/HOST RESPONSIBILITY

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### NCAA PROVIDES:

1. Transportation and per diem for the official travel parties of the participating teams and individuals.
2. Transportation, lodging (room and tax), per diem and game fee for all judges and the meet referee.
3. Transportation, lodging (room and tax) and per diem for the NCAA committee or site representative.
4. Official souvenir program and merchandise.
5. Awards for the participating teams and individuals.
6. Credentials.
7. AAI, under a contract with the NCAA, shall provide all matting and equipment. \*AAI as the equipment supplier is subject to change based on 2023 RFP.
8. Assistance with signage, marketing and promotions.
9. Assistance with march-in ceremony.
10. Meet referee and all judges.
11. One technician to run ScoreKeeper and one Director for Score Verification.
12. Mementos to the official traveling parties of the participating teams.
13. Funding for volunteer apparel.
14. Funding for promotional efforts and venue signage.
15. DASANI product and equipment (back of house, participants, media, and hospitality).

### HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities and Podium.
2. Volunteers.
3. Public relations coordination.



4. First aid/medical services/AED on-site/ambulance on-site/athletic training.
5. Championships hospitality.
6. Food/beverage concessions.
8. Public address system, scoreboard/leader board, sound system.
9. Support personnel – ushers, ticket takers, media runners, etc.
10. Security.
11. Media room (fully equipped).
12. Media seating/work area with constant refreshments.
13. Tickets.
14. Ground transportation for judges.
15. 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.
16. Appropriate directional signage within and outside the venue
17. Head table personnel (e.g., public address announcer, computer technician, music technician, etc.)
18. Other items as later requested by the NCAA.





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## SECTION VII: TRANSPORTATION

Local transportation for the participating teams shall be the responsibility of the participating institutions. The host should accommodate transportation for officials to and from the airport, hotel, and venue as needed.



## 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 \$10,000 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](http://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](http://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 are local.

### **Thursday, April 13**

TBD	Training room opens
11:50 – 12:10 p.m.	Open Stretch
12:10 – 12:12 p.m.	Transition
12:12 – 12:29 p.m.	Warmup Rotation 1
12:29 – 12:31 p.m.	Transition
12:31 – 12:48 p.m.	Warmup Rotation 2
12:48 – 12:50 p.m.	Transition
12:50 – 1:07 p.m.	Warmup Rotation 3
1:07 – 1:09 p.m.	Transition
1:09 – 1:26 p.m.	Warmup Rotation 4
1:47 p.m.	March Ins/National Anthem
1:58 p.m.	Prepare for first event
2:01:30 p.m.	Touch warmup start
2:06 p.m.	Competition Starts
5:50 – 6:10 p.m.	Open Stretch
6:10 – 6:12 p.m.	Transition
6:12 – 6:29 p.m.	Warmup Rotation 1
6:29 – 6:31 p.m.	Transition
6:31 – 6:48 p.m.	Warmup Rotation 2
6:48 – 6:50 p.m.	Transition
6:50 – 7:07 p.m.	Warmup Rotation 3
7:07 – 7:09 p.m.	Transition
7:09 – 7:26 p.m.	Warmup Rotation 4
7:47 p.m.	March Ins/National Anthem



7:58 p.m.	Prepare for first event
8:01:30 p.m.	Touch warmup start
8:06 p.m.	Competition Starts for Session 2
Post competition	Awards ceremony for IES/AA

**Friday, April 14**

**Teams #1 and #2 from Session 1**

10:00 – 10:20 a.m.	Open Stretch on Floor Exercise
10:20 – 10:45 a.m.	Visualization open to all events
10:45 – 11:30 a.m.	Athletic training available for teams #1 and #2 from Session 1

**Teams #1 and #2 from Session 2**

11:00 – 11:20 a.m.	Open Stretch on Floor Exercise
11:20 – 11:45 a.m.	Visualization open to all events
11:45 – 12:30 p.m.	Athletic training available for teams #1 and #2 from session 2

**Saturday, April 15**

TBD	Training room opens
12:58 – 1:18 p.m.	Open Stretch
1:18 – 1:20 p.m.	Transition
1:20 – 1:35 p.m.	Warmup Rotation 1
1:35 – 1:37 p.m.	Transition
1:37 – 1:52 p.m.	Warmup Rotation 2
1:52 – 1:54 p.m.	Transition
1:54 – 1:09 p.m.	Warmup Rotation 3
2:09 – 2:11 p.m.	Transition
2:11 – 2:26 p.m.	Warmup Rotation 4
2:47 p.m.	March Ins/National Anthem
2:58 p.m.	Prepare for first event



3:02 p.m.

Touch warmup start

3:06 p.m.

Competition Starts for National Championship

Post Competition

Awards Ceremony



## SECTION X: ANCILLARY EVENTS

### **READERS BECOME LEADERS**

Through partnerships with the LOC, NCAA and local school districts, local elementary schools will engage in the NCAA Team Works Readers Become Leaders literacy program for elementary school children that will launch in the fall. A competition will be encouraged and each school will tabulate the number of minutes each student reads. The top schools will advance in a tournament-style competition. The school that reads the most at the conclusion of the competition will be announced in April at the championship open practice and receive recognition, a trophy, banner and prizes.

At a shared expense, the LOC shall provide funds to assist with the purchase of books, prizing and expenses related to the field trip to open practice which could include bus transportation and lunches for the students. The NCAA will lead a collaborative effort with the LOC and representatives from the local school district(s) to determine the targeted number of participants for the program and field trip to open practice. NCAA staff contact will work in collaboration with the LOC to recruit program volunteers and open practice staff for Celebration event.

#### LOC Responsibilities:

- Designate an LOC member or volunteer to serve as the Community Relations liaison. This individual should not have any other major responsibilities related to the championship other than community relations and is ultimately responsible for the school district recruitment process;
- Identify local school district contacts to be targeted in the recruitment process;
- Identify representatives from local literacy programs to serve on a community outreach committee to assist in promoting Readers Become Leaders and recruiting participants;
- Work with the LOC's Community Relations contact to promote the program in the local area;
- Assist in securing key community personnel and provide weekly tracking of program participants.
- This individual will assist with on-site logistics for the open practice field trip.

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## SECTION XI: VOLUNTEER NEEDS

Approximately 80 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise/program sales.

1. Two floor managers to control the flow of activity on the floor and to ensure a well-run competition.
2. Production manager, and assistants to help with awards and march in.
3. Judges' assistants at each event. (one per judge)
4. Four team leaders for march in.
5. Scoreboard/video board operators.
6. One announcer and one spotter.
7. Media room, interview room personnel and photo marshals.
8. Drug-testing couriers, if applicable.
9. Runners for various duties.
10. Hospitality room host(s).
11. Volunteers to help set up gymnastics equipment, and podium, if used.
12. Adequate security, with at least five uniformed security personnel.
13. Ticket sellers.
14. Ticket takers.
15. Ushers.
16. Concession workers.
17. NCAA merchandise/program sellers, if applicable.
18. Volunteers to assist with autograph session, fan activities.
19. Other staff as later requested by the NCAA.

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**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 championships.

Expenditures Three-Year Average	
Total Expenses	\$186,525
Promotion	\$15,287
Tickets	\$16,872
Facility	\$50,001
Personnel	\$35,883
Entertainment	\$35,968
Equipment	\$20,353