

2027 - 2031
NCAA® WOMEN'S FINAL FOUR®
BID SPECIFICATIONS



NATIONAL CHAMPION

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SECTION 1 – INTRODUCTION

The Women's Final Four crowns the national champion in NCAA Division I women's basketball. At present, the Women's Final Four is already among the premiere women's sporting events in the world. The trajectory of the Women's Final Four, as measured in ratings, game attendance and many other metrics, reflects the skyrocketing popularity of the event. Commitments to support and grow the Women's Final Four by the Association and its media partners provide fuel to reach even greater heights. The host city and region of the Women's Final Four will be the home to one of the signature women's athletics events of that year.

The event is a catalyst that brings teams, fans and business partners together to celebrate the game of women's basketball. For the host city and region, it also serves as an economic force that can accelerate the improvement of local infrastructure and generate millions of dollars in economic impact. Additionally, among other annual leading sporting events, the Women's Final Four is uniquely positioned to engage underserved areas and women and minority leaders, as well as enhance community pride.

The national championship game of the Women's Final Four is the culmination of the college basketball season. When the final buzzer sounds, it signifies the conclusion of one of the most highly anticipated annual championships in the nation. For the host city, it signals the end of a weeklong celebration and ushers in a period of civic pride and the realization of the lasting impact on the region and the lives of the competing women's student-athletes.

The NCAA invites cities across the nation to submit a proposal to host a Women's Final Four in 2027, 2028, 2029, 2030 and 2031. The information contained in this document provides the minimum bid specifications for hosting this event and essential information that will assist in developing a creative, comprehensive and competitive bid.

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

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

The Championship

The Division I Women's Basketball Championship is a single-elimination tournament played each spring featuring 68 college basketball teams.

The 68 teams are divided into two regions and organized into a single elimination bracket, which predetermines, when a team wins a game, which team it will face next. The tournament begins with the First Four, hosted at one predetermined site (First Four is effective in 2022 and predetermined sites will be implemented in 2023). After the initial First Four, first and second rounds are played at non-predetermined home courts of the top 16 seeded teams, followed by two predetermined, neutral regional sites (effective for the 2023 championship) around the United States.

After the initial First Four, half of the teams are eliminated each round: from 64 to 32; from 32 to 16 (Sweet Sixteen); and from 16 to eight (Elite Eight) and then to the Women's Final Four. These four teams, two from each regional site, then compete in one location for the national championship.

SECTION 1.A - THE NCAA

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

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

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

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

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

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

NCAA Corporate Champion and Corporate Partner Program

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

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

A current listing of NCAA Corporate Champions and Partners can be found on NCAA.org.
LINK: [NCAA Corporate Champions & Partners](#)

SECTION 1.B – 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:

- **Leadership**
- **Transformational Student-Athlete Experience**
- **Quality Competition**
- **Memorable Championships**
- **Building Affinity**

The NCAA Women’s Basketball Strategic Plan will elevate our game and our community with these goal areas as our guideposts. We are intentional about the steps we are taking to achieve our goals. We have set a course that will benefit those who play the game – and those who oversee it – in all three divisions for years to come.

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

Tuesday	<p>Team Welcome Events. Upon each team’s arrival at the airport and their hotel, participating student-athletes and coaches are greeted in celebration of their accomplishments. This event commonly showcases the regional flavor through music and celebration. This event is produced by the LOC.</p>
Wednesday	<p>Championship Community Programs Service Day Events. The NCAA Championships Community Relations and women’s basketball partner programs annually conduct a community-based events to provide the local residents and/or facilities in need with goods and/or services (e.g., court restoration opening and medical grant program).</p> <p>Team Media Obligations. This is the first opportunity for Women’s Final Four teams to experience the Final Four competition venue while participating in team media obligations.</p> <p>Women’s Final Four Salute. Produced by the NCAA, this annual private event celebrates the success and triumph of going “Four it All.” This private event is held to honor and welcome the participating institutions and to enhance the student-athlete experience by providing a location and activities which highlight the unique aspects of the host city.</p>
Thursday	<p>Closed Team Practices. This is the first opportunity for Women’s Final Four teams to be on the Women’s Final Four court in preparation for the National Semifinal games. Each team is allotted 1 hour and 45 minutes of practice time on the court. Additionally, student-athletes take part in various media interviews.</p> <p>WBCA National Convention. The Women’s Basketball Coaches Association (WBCA) conducts its annual convention in the host city in conjunction with the Women’s Final Four, with approximately 2,500 attendees and exhibitors.</p> <p>Media Announcements News Conferences. This event honors individuals with the Associated Press Coach and Player of the Year News Conference, WBCA Coaches’ All-America Announcement, Naismith Hall of Fame Starting Five and WBCA Position Player of the Year Announcement. This event is held either within the competition venue or in Tourney Town as a Media Preview Party.</p>
Friday	<p>Tourney Town. The Women’s Final Four fan festival attracts basketball and sports fans of all ages. Tourney Town features fan interactives such as the NCAA Championship Zone where fans can step into the action for football, baseball, lacrosse and other sports; autograph appearances by former NCAA greats; The Locker Room, featuring memorabilia from the greatest players and moments from past championships; The NCAA Team Store; Beyond the Baseline programming, NCAA Next Generation Showcase and much more. Attendance ranges from approximately 20,000-40,000 over the three-day period; occasional scheduling would require the event to open on Thursday for a four-day period (e.g., Easter weekend).</p>

Party on the Plaza. Party on the Plaza is a three-day pre-game destination that greets fans upon their arrival at the competition venue. Taking place Friday, Saturday and Sunday, this is the ultimate pre-game festival. Party on the Plaza includes live music food, interactives, giveaways and on Sunday, a red carpet arrival of the two teams competing in the national championship game.

National Semifinal Games. The two national semifinal games take place, with the winners advancing to the National Championship Game.

Saturday
*“Super
Saturday”*

Super Saturday Open Practices. These open practices are produced by the NCAA and are an opportunity for fans of all ages to watch the student-athletes from the Women’s Final Four teams in their final public practice before the National Championship game. Each team is allotted 50-minutes of practice time on the court, and admission and parking is free. Additionally, there are opportunities for fans to win various prizes through on- court promotional activities. Attendance is approximately 5,000.

Super Saturday Concert. This Saturday night event has become a fan favorite over the Women’s Final Four weekend. The Super Saturday Concert is all about music, food and fun, fireworks and features the Men’s Final Four semifinal games, the participating school bands, DJs and a top-notch headliner. Admission is free. Historical attendance ranges Approximately 5,000 with hopes to grow by 2031 to more than 10-15,000 attendees.

Sunday

Youth Bounce. Basketball fans under the age of 18 have the opportunity to dribble along a designated route, typically ending at the entrance of Tourney Town (free fan festival). Participants receive a free basketball and t-shirt. Participation is around 2,500 children (with a similar number of parents and supporters).

National Championship Game. And then there were two. This final game matches two teams to determine which Division I team will be crowned NCAA National Champion. The game is followed by the presentation of the champion’s trophy and at the competition venue.

*Sample schedule of events as of February 2022. This list does not include hospitality events.

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

Division I Women’s Basketball Committee.

Administration of the Championship is the responsibility of the 12-person NCAA Division I Women's Basketball Committee (“committee”) comprised of NCAA member conference and institutional leadership from around the nation. The Committee is responsible for all aspects, from selection of the host cities to developing and refining administrative policies. The primary mission of the Committee is to administer the women’s national championship comprised of teams representing institutions of higher education played in a wholesome environment that exemplifies the amateur spirit of intercollegiate athletics. The committee will review and provide recommendations to the NCAA Division I Women’s Basketball Oversight Committee (“WBOC”) in the following areas pertaining to administration of the Division I Women's Basketball Championship: team selection [including seeding, bracketing, The NCAA Evaluation Tool (NET), site selection [including First Four, first and second rounds, regional round and Women’s Final Four], championship operations and games management, championship misconduct issues and championship official selection and advancement.

The NCAA’s core purpose, values and envisioned future provide the framework for all actions in the committee’s administration of the championship and stewardship of the game. Within the framework and spirit of its charge, the committee recognizes its organizational responsibility to protect the principles of student-athlete welfare and amateurism, as well as its fiduciary responsibility to maximize exposure for intercollegiate athletics and revenues from the championship through policies and activities that are subject to the final authority of the [NCAA Division I Board of Directors](#).

Link: [NCAA Division I Women's Basketball Committee Roster](#)

Division I Women’s Basketball Oversight Committee.

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

Link: [NCAA Division I Women's Basketball Oversight Committee Roster](#)

SECTION 2 – BID SPECIFICATIONS

SECTION 2.A – BID COMMITTEE AND LOCAL ORGANIZING COMMITTEE

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

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

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

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

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

Bid Preparer. Once established, the Bid Committee shall identify the bid preparer that will serve as the single point of contact for all communication related to the 2027-2031 Women's Final Four site selection process.

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

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

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

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

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

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

The responsibilities of the LOC are defined herein. All aspects, as detailed in the LOC Organizational Chart and other documents associated with the Women’s Final Four, are to be approved and administered by the NCAA Staff, on behalf of the women’s basketball committee.

As a part of the communication and planning process, representatives of the Division I host institution/conference and the LOC shall attend tournament host seminars and Women’s Final Fours as “Future Hosts” beginning several years in advance of the awarded Women’s Final Four. Future and prospective hosts are responsible for their own expenses. The NCAA staff will meet and communicate with LOC representatives on as consistent basis.

The NCAA staff will work closely with the LOC to ensure that the mission of the Division I Women’s Basketball Committee is accomplished. The Committee believes that the most successful LOCs are those which emphasize fiscal responsibility, service, promotion and marketing of the event, and commitment

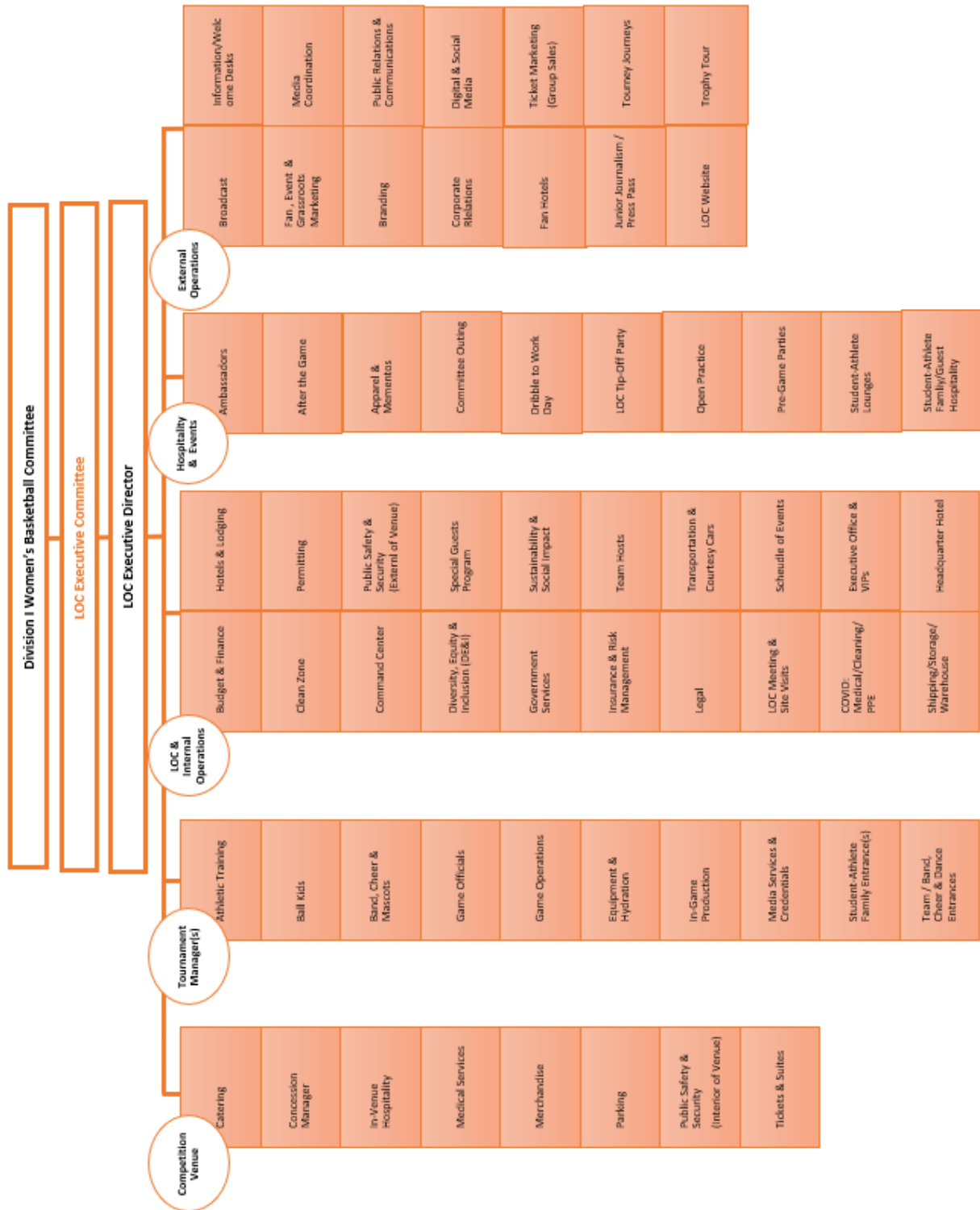
to the NCAA's core values- leadership, inclusion, communication, collaboration, and accountability. (Section 1.D)

As a core value, the NCAA and its championship host institution/conference must be committed to championing diversity, equity, and inclusion across its functions, staff, partners, stakeholders, and communications platforms. Host institution/conference should embrace the NCAA's stated interest of sustaining a welcoming, safe, and supportive culture across all dimensions of diversity, including race, age, sex, class, national origin, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation, and work experiences. The host institution/conference plays a central role in fostering, growing, and preserving an inclusive culture on-site at NCAA championship events.

The NCAA supports diversity and inclusion through opportunities for all members of our society. It encourages the participation, directly or indirectly, by diverse suppliers in providing goods and services in support of NCAA championships. A diverse supplier is a business that is at least 51% owned and operated by an individual or group that is part of a traditionally underrepresented or underserved group. Common classifications are small-business enterprises (SBEs), minority-owned enterprises (MBEs), and woman-owned enterprises (WBEs). Over time, the definition of diversity has expanded to businesses owned by other minority groups such as LGBTQ, veterans, and proprietors with disabilities. As the Championship has evolved, LOCs have been successful in involving their communities in areas including signage, printing, public relations, transportation, staffing, lodging, and catering.

It must be part of the LOC's mission to work with the NCAA and all available local resources to showcase and beautify the host region for inbound visitors, media, as well as the national and worldwide television audience. The reputation and image of the community is a key focus of the LOC.

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



The LOC must provide:

- 1. Insurance.** Insurance as detailed Section 4.A. (Refer to Insurance Description.)
- 2. LOC Composition.** Full-time, dedicated individuals to serve on the LOC in an NCAA approved organizational structure. The NCAA highly encourages the LOC to be comprised of individuals who reflect the diversity of the student-athletes, coaches, administrators, fans, and others who will be engaging in the championship. (Refer to Section 4.C, Diversity and Inclusion Policy.) The organizational structure includes, but is not limited to, a executive committee, executive director, competition venue liaison, host institution/conference liaison and city- wide operations liaison. All committees and appointees shall be approved by the NCAA prior to said appointments. Responsibilities of these individuals are as follows:

These positions and their related responsibilities are as follows:

- a. **LOC Executive Committee.** The LOC executive committee shall consist of representatives from the host institution/conference, competition venue, city, sports commission and convention and visitor's bureau. Previous LOCs have indicated that the LOC functions more efficiently if a small committee operates in this leadership role, with the creation of working committees for oversight and implementation.
- b. **LOC Executive Director.** In consultation with and approval from the NCAA, the LOC executive committee shall appoint an individual no later than 24 months prior to the Women's Final Four, preferably with experience in large-scale event management to serve as the LOC executive director. This individual shall oversee ticket sales and the local planning and fundraising efforts of the LOC, including sales and servicing of local contributor packages. Additionally, this individual shall also be responsible for the financial administration, ticket sales and monthly reporting to the NCAA, recruiting individuals to serve on the LOC and facilitating LOC meetings. The LOC executive director will work with the NCAA staff to ensure that the obligations of the LOC are fulfilled.
- c. **Competition Venue Liaison.** The competition venue shall appoint a knowledgeable and experienced member of the staff to work with the tournament manager and the NCAA staff to ensure that the championship policies are observed and commitments as outlined in the Competition Venue Agreement, bid specifications and host operations manual are met. Specific responsibilities include, but are not limited to: assisting the NCAA staff with the direction and supervision of competition venue arrangements, guest services, mechanical systems, technology, seating configuration, media set-up, internal and external venue décor, tickets, security and assistance in the development of participant information. The facility liaison will appoint a separate individual to work with the broadcast partner throughout the planning and execution of the Women's Final Four.
- d. **Host Institution/Conference Liaison.** This individual shall work with the NCAA staff and other members of the host institution/conference to coordinate all game operations, ticketing, on campus marketing, curriculum, medical and media activities surrounding the Women's Final Four games.

- e. **City-Wide Operations.** A government official or designee shall be assigned to assist the LOC in government related issues (permitting, special event zone). This person shall have decision-making ability at the local level. A liaison, preferably a command level official with the lead agency(ies) responsible for law enforcement in the host city and at the competition venue, shall be assigned and is responsible for coordinating a unified public safety plan with supporting structure and resources. City services shall be provided at the LOC's expense.
 - f. **Hotel/CVB Liaison.** Representative from the convention and visitor's bureau or local community with knowledge of local hotel/lodging community. Will work with contracted hotels to meet the NCAA's lodging requirements and specifications.
 - g. **Transportation Liaison.** Individual responsible for transportation related planning, coordination, and successful execution of transportation plans with the NCAA staff, the NCAA's transportation partners and LOC volunteers in support of the Women's Final Four transportation goals. A background in event planning and execution experience, preferably in major events of National importance, is required for this position.
 - h. **Marketing/PR Liaison.** The position will be responsible for the development and execution of strategic local messaging in support of the Women's Final Four. The individual needs to have a background in marketing and public relations and needs familiarity with the local market.
 - i. **Community Liaison.** LOC representative from the local community who will work to form a committee to support the NCAA's community efforts. The committee members should come from literacy foundations, media outlets, school district administrators, NCAA host institution(s), retired educators, and local government administrators.
3. **Conflicting Major Event.** The LOC agrees to prevent other major sporting, civic or cultural events from being scheduled in the Community during the week prior to and through the week following the Women's Final Four, unless such other major sporting, civic or cultural events are approved in writing by the NCAA and comply with the NCAA's guidelines. Additionally, the LOC agrees that it will not bid, or otherwise support or participate in any bid, to host a major sporting event to occur in the same year during which the Women's Final Four will be hosted in the city, including, but not limited to, the NBA All Star Game, NHL All Star Game, Super Bowl, College Football Playoff Championship, or FIFA World Cup (a Conflicting Major Event).
4. **Look/Décor.** The NCAA shall design the official Women's Final Four logo and related "look and decor" elements. The LOC shall use this logo and related graphic system and no others. No modification or enhancement of the logo and related graphics shall be made without the written advance consent of the NCAA. The NCAA shall control all designs and design concepts (including the formulation of the entire signage/décor elements and the Women's Final Four logo). The NCAA must approve any and all uses and/or designs of any NCAA intellectual property before elements are ordered or printed. The NCAA shall be responsible for the design and production expenses for all signage/décor elements inside and outside the competition venue, convention center(s), ancillary event venues and city.

The LOC shall be responsible for the labor expenses for the permitting, installation, and removal of signage/décor elements inside and outside the competition venue, convention center(s), ancillary event venues, hotels, airport, and city-wide decor.

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

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

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

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

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

6. **Public Relations and Marketing Program.** Approximately 16 months prior to the awarded year, the LOC shall submit a comprehensive public relations and marketing plan for NCAA approval. This shall include the schedule and description of all public relations and marketing initiatives, press releases, a promotional video to be played at the previous year's Final Four, related to the Women's Final Four and its official events.
7. **Read to the Final Four.** Read to the Final Four is a program designed to engage third graders and their families, while leaving a lasting, positive impact and excitement for reading. The NCAA and the Women's Final Four Local Organizing Committee will team up to promote and inspire reading growth for third graders through a year-long reading initiative. The LOC shall be responsible costs associated with Read to the Final Four including the online reading platform and prizes awarded as part of the competition.
8. **LOC Tip-Off Event.** At its expense, the LOC can host a private event in the arena on Thursday night to honor LOC members, local dignitaries, contributors and any other guests for their commitment to bring the Women's Final Four to their city. This event has become a unique opportunity for the LOC to provide their guests with early access to be in the Women's Final Four facility prior to the games.
9. **Logo Unveiling.** The executive director shall recommend an event at which to unveil the logo, ideally one which guarantees significant media attention. The NCAA and LOC shall coordinate the details surrounding the logistics of the unveiling. All costs associated with the logo unveiling shall be at the LOC's expense, other than travel cost for NCAA staff and committee members.
10. **Future Host Program.** The NCAA will provide an opportunity for future and prospective Women's Final Four hosts to purchase game tickets, reserve hotel rooms, attend selected hospitality functions

and participate in a competition venue tour in the years preceding the event in their city or during a Women's Final Four bid process. Future and prospective hosts are responsible for their own expenses.

- 11. LOC Meetings/Site Visits.** The executive director shall work in conjunction with NCAA staff to schedule site visits and LOC meetings. Once awarded, the NCAA staff will conduct a site visit approximately 18 months in advance of the Women's Final Four and will participate in LOC meetings each month beginning approximately ten months in advance of the Women's Final Four. The executive director will be responsible for creating the meeting agenda and providing it to the NCAA staff in advance of each meeting. Cost associated with any on-site LOC meetings including meeting room, A/V cost, social events with LOC and NCAA staff (one per visit) and wrap up meeting/meal shall be at the LOC's expense. Members of the LOC and NCAA staff will work in conjunction to create a site visit itinerary for each visit. All travel costs for NCAA staff and contractors (e.g. flight, hotel, ground transportation) will be the responsibility of the NCAA or the contractors.
- 12. Planning Update for Committee.** At its expense, the LOC will host an LOC/NCAA Committee dinner, venue site visit and provide transportation to these events during the committee's summer and fall meeting if held in the Women's Final Four city (the year prior to the Women's Final Four). The venue site visit will allow the committee to tour and familiarize themselves with the Women's Final Four venue, and the dinner will allow them to meet key members of the LOC. LOC leadership will also present to the committee during their meeting to provide a fundraising and general planning update. If the committee's summer or fall meeting is held in a different city, a representative(s) of the LOC shall attend and present in-person, at the LOC's expense. The dates, times and locations of these meetings shall be approved by the NCAA.
- 13. Warehousing.** At its expense, the LOC will be required to secure 20,000 sq. ft. (300-500 sq. ft. conditioned) of warehouse space to store NCAA items beginning 12 months prior to the Women's Final Four through 1 month following the conclusion of the event. The LOC will be required to provide adequate staff to receive, inventory, sort and deliver NCAA items and track all deliveries through the NCAA's delivery tracking system. The NCAA will confirm space needs by January 1 of the year prior to the Women's Final Four in that city.
- 14. Economic Impact Study.** The NCAA requires an economic impact study to be done evaluating the financial impact of the Women's Final Four on the host community. The NCAA, at its sole discretion, will select the company to perform the study and the methodology of the study. The results of the study will be shared with the NCAA and the development and implementation of this study shall be at no cost to the NCAA.
- 15. Final Meeting and Report.** No later than 60 days following the Women's Final Four, the LOC executive director shall schedule an after-action meeting with the NCAA staff to review the operations of the Women's Final Four. During the after-action meeting, the LOC will provide feedback and reports on a list of subject areas provided by the NCAA. If possible, the Volunteer Appreciation Event should also be scheduled during the same dates. The LOC executive director shall submit the after-action report, using the NCAA provided template, at least two weeks in advance of the meeting. The after-action report shall include the following:
 - a. A compilation of all mailings sent and forms used in the preparation and conduct of the Women's Final Four, including the associated intellectual property;

- b. An outline of the committees that assisted with the organization of the Women's Final Four, including responsibilities, protocol and other information. Each committee chair will be asked to complete a detailed report on his/her committee's responsibilities;
- c. A calendar reflecting the Women's Final Four planning schedule; and
- d. Recommendations for the future conduct of the Women's Final Four.

Additionally, the NCAA will conduct a post-event meeting to review each operational area.

SECTION 2.B – HOST INSTITUTION/CONFERENCE

The NCAA encourages active involvement between the LOC and host institution/conference and encourages the LOC and hosts to be involved above and beyond suggestions provided in the bid specifications. The LOC should work with a plan to come up with areas of collaboration between the LOC and host institution/conference to promote education throughout all Women's Final Four activities. If a conference is selected as host, they should identify a local university(ies) who is/are willing to assist in the below efforts.

- 1. Educational Programs.** The LOC shall work with the host institution for opportunities to incorporate educational programs into the Women's Final Four. The LOC shall work with the host institution to set up specific coursework around Women's Final Four activities. The NCAA may provide educational materials, guest speakers, in-person experiences and other opportunities to enhance the course. Examples of potential coursework subjects include:

Examples of potential coursework subjects include:

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

SECTION 2.C – FINANCES

1. The NCAA.

a. The NCAA receives/retains:

- (1) One hundred percent (100%) of all ticket revenue for the entire competition venue, viewing or non-viewing, all levels, seats of every kind (i.e., club, ADA, temporary, permanent, premium, club, subscription, suite seats, standing room).
- (2) 15 suites, and all suites in excess of 50, including any hospitality areas with fixed seats having a view of the competition floor. This allocation of suites to the NCAA will include all suites located within the area from end line-to-end line of the competition floor, with the exception of one suite each that is under lease to the competition venue's professional team owner (if one exists), the governmental unit overseeing the competition venue, and the naming rights entity.
- (3) Twenty percent (20%) of the gross revenue generated from the sale of alcohol during the Event, less sales tax and credit card fees specific to those sales from the competition venue and ancillary event venues.

b. The NCAA pays for:

- (1) Ten percent (10%) of the net revenue from the sale of tickets as rent and charges for all space and services at the competition venue. Net revenue is defined as the printed price received for all such tickets actually sold and not refunded prior to the commencement of the Women's Final Four, less ticket fees/expenses incurred on the sale of tickets (e.g., charge card fees, ticket vendor fee, etc.), facility fees and amounts due and payable to the Federal, state, county and city governments as admission taxes.
- (2) The design and production of directional signs and décor inside and outside the competition venue, ancillary event venues and throughout the city.
- (3) Pursuit of legal enforcement measures against any seller or distributor of counterfeit or unlicensed merchandise.
- (3) Equipment furnished by the NCAA to be utilized for competition at the venue as detailed in these bid specifications (including playing floor).
- (4) Cost of food for the media meals, game operations staff, basketball committee, and pretournament and championship meetings.
- (5) All costs associated with the game officials (travel, lodging, game fees).
- (6) Credential and ticket printing (if applicable).
- (7) Costs associated with the three NCAA hotel meetings.

- (8) Transportation required by the terms of the bid.
- (9) Volunteer uniforms.
- (10) Host honorarium.

2. The Local Organizing Committee.

a. The LOC shall receive/retain:

- (1) Up to 500 all-session game tickets, which tickets may only be sold for face value and all revenue generated from the sale of said tickets is retained by the NCAA. Additionally, the NCAA and LOC will develop a reasonable, mutually agreeable list of limited governmental representatives to be invited from a ticket allotment controlled by the NCAA.
- (2) All grants/economic development dollars earned for hosting the event.

b. The LOC shall be responsible for:

- (1) Costs relating to LOC staffing and operating expenses.
- (2) Insurance as detailed in the reference materials of these bid specifications.
- (3) Installation and removal of all décor elements inside and outside the competition venue, ancillary event venues, hotels, and throughout the city.
- (4) LOC mementos.
- (5) All cost related to permitting, street closures, and engineering studies.
- (6) Comprehensive public relations and marketing program.
- (7) All costs associated with the LOC/NCAA monthly meetings.
- (8) Travel and miscellaneous costs related to future host visits and Committee meetings.
- (9) Government support including (but not limited to): special event zone enforcement, city and event wide public safety and security staffing for all official events, all permits and road closures.
- (10) Costs related to marketing the tournament and auxiliary events.
- (11) Cost related to the economic impact study.
- (12) Cost related to ancillary event venue rental and operations including staffing.

(13) Cost related to warehousing operations beginning 12 months in advance of the Women's Final Four.

(14) All other LOC obligations as outlined in these Bid Specifications.

3. The Venue.

a. The Venue shall receive/retain:

(1) Ten percent (10%) of the net revenue from the sale of tickets as rent and charges for all space and services at the competition venue. Net revenue is defined as the printed price received for all such tickets actually sold and not refunded prior to the commencement of the Women's Final Four, less ticket fees/expenses incurred on the sale of tickets (e.g., charge card fees, ticket vendor fee, etc.), facility fees and amounts due and payable to the Federal, state, county and city governments as admission taxes.

(2) All venue-wide (within the perimeter of the Venue) food and beverage catering, and concessions above agreed upon concession revenue share with the NCAA, expressed at twenty percent (20%) of the gross revenue generated from the sale of alcohol during the Event.

(3) Revenue from all parking under the control of the Venue.

b. The Venue shall be responsible for:

(1) Cost related to competition venue rental, venue operations and venue staffing.

(2) All costs related to personnel and services deemed necessary by the NCAA and identified in the Competition Venue Agreement including, but not limited to ushers, ticket sellers, ticket takers, exit watch persons, security personnel, a fire marshal, a first-aid room staffed by paramedics or other certified emergency personnel, maintenance, utilities, construction and cleanup of the competition venue, venue grounds, etc. All personnel shall be under the sole direction and control of the competition venue and are not to be considered employees or agents of the NCAA.

(3) As part of the tax related expense associated with the championship, the venue shall be required to remit all state and local taxes to the appropriate agencies. Venues shall remit the taxes on the sale of all tickets from the championship, and not just those sold through their box office (Host channel). Also note, that as part of the bid process, it is the responsibility of the host to accurately report all state and local tax rates to the NCAA, so that the proper remittance is completed.

(4) Insurance as detailed Section 4.A. (Refer to Insurance Description.)

(5) All other Venue obligations as outlined in these Bid Specifications and in the competition venue agreement.

4. Fundraising.

- a. **Timeline.** The LOC must establish a timeline for fundraising and, in collaboration with the NCAA staff, determine deadlines when funds will be collected.
- b. **Game Tickets.** The LOC may use Women's Final Four game tickets in a local contributor program to fulfill its financial obligations as outlined in the LOC agreement.
- c. **Ticket Limitation.** The LOC may provide its contributors with the right to purchase Women's Final Four game tickets. Such tickets must come from the LOC's allotment and no contributor may purchase and/or receive more than a total of 20 lower level tickets.
- d. **Contributor Benefits.** Currently, local corporate entities are not permitted to utilize the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. With advanced review and NCAA approval, the LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser.

Local contributors may only be referred to as "local contributors of the LOC". Local contributors may not use the word "official", "official sponsor of", or "corporate champion/partner" in any manner. Local contributors will not receive any in-venue or on-site recognition/branding/exposure, with the exception of small signage in private hospitality locations; in the souvenir (print or digital) game program, and/or additional digital advertisement space. In being recognized, these local contributors must be referenced as supporters of the local organizing committee, and not of the NCAA. Any recognition, branding and/or exposure creative must be submitted to the NCAA Corporate Relationships staff for review and approval.

Local contributors may be provided an opportunity to purchase an advertisement in the souvenir game program, provided the corporation is not a competitor of any NCAA Corporate Champion. All advertisements must be submitted to the NCAA Corporate Relationships staff for advance approval. As noted above, local contributors who purchase an NCAA-approved ticket package may not receive recognition of any kind without the advanced approval of the NCAA staff

- e. **Interest.** Interest generated by the funds on deposit must be included in the LOC financial report.
- f. **Separate Funds.** Should the LOC desire to raise funds separate and apart from the local contributor program, all proposed activities, plans and funding sources must be approved in advance by the NCAA. NCAA men's or women's preliminary round or Women's Final Four game tickets may not be used to raise these funds. Sources of the funds may receive no benefits that are affiliated in any way with the Women's Final Four, the LOC, the host city's sports foundation or the competition venue (e.g., advertising, feature stories in LOC newsletters).
- g. **Operating Surplus.** To the extent the LOC produces an operating surplus at the conclusion of the event, it shall propose as part of its bid, the allocation of that surplus between the LOC and the

NCAA. It is suggested that the proposed split not produce less than a 50-percent interest to the NCAA.

5. LOC Financial Management.

- a. Using the provided template, the LOC shall submit a detailed, proposed budget for the event as part of the critical items. The LOC shall also submit an updated proposed working budget when the bid is submitted. With regard to all revenue identified in the budget, the LOC must specifically identify all anticipated sources (e.g. cash, trade, value in kind) and uses of those funds.
- b. The LOC shall submit a revised working budget and cash flow projection/plan to the NCAA 24 months preceding the Women's Final Four and then on a regular basis, no less than every three months, as requested by the NCAA for its approval. The LOC and NCAA will hold monthly meetings to review the budget and cash flow starting 12 months before the championship. It is expected that the LOC operates on a zero-based budget.
- c. The LOC shall submit financial reports, including payment of net receipts, to the NCAA national office no later than 60 days after the conclusion of the last day of competition. The NCAA Division I Women's Basketball Committee may reduce the honorarium \$1,000 for each day the Division I host institution/conference fails to submit its financial report subsequent to the deadline. In rare instances where ancillary funding sources are used to fund LOC operations, the NCAA must have received all payments and be 100 percent settled not later than August 31 of the year the Women's Final Four occurred.
- d. The NCAA shall have the right to conduct a full financial audit of the LOC and venue activities at any time.
- e. Additional consideration shall be given to prospective hosts that have sufficient funds on hand at the time of the Bid. Such cities shall attach to their bid presentation documentation from a financial institution that the funds have been secured.
- f. Government funds cannot be used for building improvements.

6. Audited Box Office Statement. The Venue shall provide the NCAA with an audited box office statement detailing the number of tickets sold.

7. Payment of Funds. All money payable to the NCAA shall be paid without demand by wire transfer pursuant to transfer instructions provided by the NCAA.

8. Host Honorarium. The Division I host institution/conference may earn an honorarium of a maximum of the lesser of 10% of the net receipts or \$200,000. Net receipts shall be defined as gross ticket sales less taxes, facility rental and games expenses. The LOC shall not include the host institution/conference honorarium in the projected revenue. The host honorarium is dependent upon the success of the Women's Final Four as it pertains to student-athlete experience, ticket sales, attendance at ancillary events and overall community impact. If there are co-hosting institutions/conferences, the honorarium of up to \$200,000 should be shared among the co-hosts.

- 9. Enhancements.** If a Bid Committee desires to offer enhancements, it shall submit a detailed written summary of the proposed enhancements to the NCAA as a part of the final bid submission for NCAA review and approval. All enhancements should be specifically quantified and qualified to assure the most effective and complete understanding of enhancements being offered.

10. Summary of Revenue Sources.

Summary of Revenue Sources			
Revenue Source	NCAA	LOC	Competition Venue
Ticket Revenue	NCAA retains 100%		
Venue-wide food and beverage catering and concessions revenue after % paid to NCAA for venue alcohol agreement.	NCAA retains 20% revenue generated from the sale of alcohol.		Competition Venue retains 100 percent after agreed upon revenue share with NCAA.
Facility Rent			10% net revenue from the sale of tickets.
Parking revenue from Venue controlled parking			Competition Venue retains 100 percent
All grants/economic development dollars for hosting the event		LOC retains 100 percent	
Operating surplus (LOC proposed split with NCAA)	50 percent	50 percent	

SECTION 2.D - GOVERNMENT COMMITMENT AND SUPPORT

Based on international and national media exposure, maximum capacity attendance at the competition venue, participation of out-of-town and local visitors at the official ancillary events and countless other gatherings, the Women's Final Four is clearly an event of national impact. As such, clear, written commitment from all appropriate government agencies including, but not limited to, each state, county and/or municipality in which the Women's Final Four venues are located (e.g., competition venue, hotels, ancillary event venues) or from whom services shall be required in connection with the Women's Final Four are required to protect the safety of all participants, as well as the rights of the event and the NCAA.

1. Ambush Marketing and Trademark Protection.

- a. **Ambush Marketing Protection.** The NCAA requires the LOC to work with the applicable local or regional government, and with area airports, to establish an anti-ambush marketing Special Event Zone within an area - to be reasonably defined by the NCAA - surrounding the competition venue. Secondary Special Event Zones shall be established on the property of area airports, within a determined radius of the NCAA headquarters hotel, participating team hotels and around the location of the Super Saturday Concert, Tourney Town (official fan festival of the Women's Final Four) and other major ancillary event venues (if the latter is not already located within the competition venue Special Event Zone). The Special Event Zone shall be in effect beginning the Monday before the national semifinals and concluding Monday after the National Championship Game (Final Four Week). The provisions of the Special Event Zones shall include, but are not limited to:
 - (1) **Temporary Structures.** A prohibition against unauthorized temporary structures, including but not limited to temporary retail locations not approved in writing by the NCAA;
 - (2) **Temporary Sales Permits.** A prohibition against unauthorized temporary sales permits shall be granted within the Special Event Zone during Women's Final Four week;
 - (3) **Temporary Signage.** A prohibition against unauthorized temporary signage or banners, video screens, electronic message boards, or nighttime projections of commercial messages during Women's Final Four week;
 - (4) **Inflatables.** A prohibition against the installation or display of unauthorized inflatables during Women's Final Four week;
 - (5) **Sampling.** A prohibition against unauthorized sampling during the Women's Final Four Week;
 - (6) **Building Wraps.** A prohibition against existing buildings temporarily wrapped with advertising banners or signage (except for event-related signage approved by the NCAA), unless authorized;
 - (7) **Entertainment.** A prohibition against entertainment not authorized by the NCAA; and

- (8) **Preventive Fund.** If such prohibitions cannot be obtained, the LOC shall provide funding sufficient in size for the NCAA to use to prevent ambush marketing within the Special Event Zone.

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

- b. **Ambush Marketing Resolutions.** The NCAA requires resolutions from each state, county and/or municipality in which the Women's Final Four venues are located (e.g., competition venue, hotels, ancillary event venues) or from whom services shall be required in connection with the Women's Final Four, confirming their cooperation and commitment to actively protect against unauthorized advertising, marketing and promotional activities during the Women's Final Four which detract from, or interfere with, the promotional activities of the NCAA in connection with the Women's Final Four ("Ambush Marketing"), including but, not limited to passing ordinances to protect against ambush marketing in areas around the competition venue and other official NCAA ancillary events and functions (Official Events) or ancillary event venues.
- c. **Merchandising/Trademark Enforcement.** Appropriate city, county or other governmental entities shall: (1) provide full cooperation to the NCAA in preventing unauthorized use of the NCAA's trademarks, championship tickets, or other intellectual property and the sale or distribution of unlicensed NCAA merchandise; and (2) cooperate with the NCAA by permitting the NCAA the right to pursue (at NCAA expense) legal enforcement measures against any seller or distributor of unlicensed merchandise. The governmental entities shall help to identify and communicate information regarding sales or distribution of unlicensed merchandise to the NCAA and its designee. The decision to pursue civil legal action or settle claims against a seller or distributor of unlicensed merchandise shall be at the sole discretion of the NCAA unless city has standing prosecute laws in place.

2. Public Safety/Security.

- a. **Competition Venue Public Safety.** The NCAA requires that all on-duty and off-duty law enforcement officers, security officers and guards, fire department personnel, medical response teams, police escorts, canine-assisted explosive teams and all other public safety services at the competition venue based on the approved Public Safety Plan and Venue Plan of Operation shall be provided at no cost to the NCAA or its designees.
- b. **Ancillary Event and Hotel Public Safety.** The Bid Committee and agencies responsible for public safety shall confirm that any charge for on-duty and off-duty law enforcement officers, security officers and guards, fire department personnel, fire watch, medical response teams, police escorts, canine-assisted explosive teams and all other public safety services provided in implementing the Public Safety Plan outside the competition venue, as detailed in the official schedule of events and all ancillary event venues and hotels used for any NCAA Official Events as described in these specifications shall be provided at no cost to the NCAA or its designees.
- c. **Emergency Preparedness and Assurance of Cooperation.** The LOC shall establish a Public Safety Committee, as detailed in the LOC Organizational Chart, composed of all appropriate federal, state and local agencies. The Public Safety Committee, utilizing the National Incident Management System (NIMS) protocols, shall develop a comprehensive, coordinated plan for

emergency preparedness and incident response, including all aspects of public safety for the Women's Final Four and all NCAA Official Events including but not limited to: incident response, threat assessment, emergency preparedness, command and control, communication, traffic and crowd management. The Public Safety Committee shall produce a Public Safety Plan for the Women's Final Four which will integrate the activities of law enforcement, public health, life safety, emergency medical services (EMS), emergency management organizations, and health care organizations. This plan shall be consistent with national standards, industry best practices, takeaways for similar events and observation/evaluation of prior Women's Final Fours. The development and implementation of this plan shall be at no cost to the NCAA.

- d. **Tabletop Exercise.** The LOC and its Public Safety Committee, with involvement of the NCAA and key event venues, within 90 days of the Championship shall conduct a Tabletop Exercise with scenarios relevant to the Final Four week at no cost to the NCAA.
- e. **Security Personnel.** The competition venue and all ancillary event venues for NCAA Official Events are required to provide experienced qualified security personnel in all positions for the Championship. A comprehensive staffing plan with identification of key personnel and their experience shall be provided to the NCAA six (6) months prior to the Women's Final Four with regular updates as needed. In the event that appropriate personnel cannot be provided (as reasonably determined by the NCAA) and after 30 days' notice to the competition venue, the NCAA, at its sole discretion may contract with a security organization of its choice to provide these services (and the costs for such services shall be reimbursed by the LOC or venue to the NCAA and/or NCAA designee).
- f. **Public Safety and other Municipal Services Priority.** 18 months prior to the Women's Final Four, all municipalities in which the competition venue is located shall, through the LOC, provide the NCAA with assurances that all involved Public Safety Agencies and other involved Municipal Agencies shall cooperate with NCAA staff and contractors engaged in event planning and implementation, and consider NCAA requests relating to Women's Final Four and its Official Events as top priorities.

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

- 3. **Airport Authority Support.** The NCAA requires letters of support evidencing the commitment of the highest-level management at the area airport(s) to cooperate with those needing special services in connection with the Women's Final Four, including but not limited to arrival/departure of team charters, private planes and special fan charters.
- 4. **Ticket Resale Restrictions.** The NCAA prohibits the unauthorized resale of tickets or hospitality credentials for NCAA Official Events above face value. The NCAA Official Event venues, governmental entities, and LOC shall cooperate with the NCAA to pass and enforce laws within their jurisdiction(s) that deter unauthorized resale of NCAA Championship tickets above face value and

the printing, sale, and distribution of counterfeit NCAA Championship tickets (Ticket Resale Laws). The NCAA may designate authorized ticket resellers, which shall be exempt from Ticket Resale Laws.

- a. All Ticket Resale Laws currently in place for the jurisdiction(s) (e.g., venue policy, local and/or state laws) shall be disclosed with the Bid submission.
- b. The Bid Committee and/or LOC shall provide specific documentation of the enforcement of Ticket Resale Laws (e.g., venue policy, local and/or state laws), including but not limited to resources to be provided.

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

At the time of the Bid submission and until the awarded Final Four has concluded, the Bid Committee (or LOC) must detail any and all taxes and fees from which the NCAA is not exempt.

6. Permits and Approvals.

- a. The municipality in which NCAA Official Events are located shall, through the LOC, provide all permits as well as review and approval services at no cost to the NCAA or its designees. The LOC is also responsible for the application for, and any fees associated with a Master Event Permit as required by local city officials. If there is a strict set of permitting requirements for temporary construction, the LOC may require the services of a General Contractor.
- b. The municipality in which NCAA Official Events are located shall, through the LOC, provide the NCAA with a single high-level representative from the appropriate governmental agency or department who shall assume primary responsibility for managing, expediting, and coordinating permits and approvals with all required regulatory bodies.
- c. This representative shall have the authority needed to carry out this function on behalf of the authority having jurisdiction. The LOC shall provide written assurances, based on agreements with the mayor's office or a similar government representative that all permits and approval processes for the Women's Final Four and NCAA Official Events shall receive the highest status of priority and attention.

SECTION 2.E - COMPETITION VENUE

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

1. Competition Venue Dates/" Hold" Dates

Sunday, March 28 – Monday, April 5, 2027 (Competition Dates: April 2 and 7, 2027)
Sunday, March 26-Monday, April 3, 2028 (Competition Dates: March 31 and April 2, 2028)
Sunday, March 25-Monday, April 2, 2029 (Competition Dates: March 30 and April 1, 2029*)
Sunday, March 31-Monday, April 8, 2030 (Competition Dates: April 5 and 7, 2030)
Sunday, March 30-Monday, April 7, 2031 (Competition Dates: April 4 and 6, 2031)

**April 1, 2029 is Easter Sunday.*

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

The Venue agrees that it will not bid, or otherwise support or participate in any bid, to host a Conflicting Major Event, as defined in Section 2.A of the bid specifications, in the same year during which the Women's Final Four will be hosted in the city.

2. Competition Venue Guidelines

- a. **Metropolitan Area.** No session of the Women's Final Four may be conducted in a metropolitan area with legal wagering, based upon the outcome of any event (e.g., high school, collegiate or professional) in a sport in which the NCAA conducts a championship as determined by the NCAA in its sole discretion.

- b. **Venue Naming.** The NCAA will not award championships to venues named with casino sponsorships due to the organization's opposition to legal and illegal sports wagering on college sports.
- c. **Ticket Ordinance.** The city, state or other governing jurisdiction at the site of the competition venue shall have an ordinance prohibiting the unauthorized resale of tickets inside the competition venue and on competition venue property.
- d. **Operational Date.** To be considered, a facility must be operational no later than 32 months prior to the event (e.g., if bidding for 2027, the facility must be operational no later than August 1, 2024).
- e. **Operational Control.** The NCAA will retain the right to determine and approve all aspects related to the competition venue operations during the Women's Final Four. This includes, but is not limited to, space allocation and utilization of meeting rooms, storage and tent space, novelty and food/beverage concessions, parking lots and any structures (temporary or permanent) on competition venue property.
- f. **Exclusivity.** The NCAA shall have the exclusive right to the entire competition venue including, but not limited to, the meeting rooms, upper press areas, locker rooms, dressing rooms, set location (for broadcast), concourse display/activity areas, private clubs, suites and plazas in/around the competition venue during the specified "hold" dates. All such space shall be provided at no cost to the NCAA. The competition venue must provide CAD drawings of all space assignments, as well as external venue diagrams designating entrances, parking areas, exterior hospitality areas, etc. not later than 12 months prior to the event.

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

- g. **Venue Space Condition.** The competition venue will be provided fully cleaned with all venue areas in good working condition at no cost to the NCAA. A final cleaning of the competition venue should be scheduled within three days of the national semifinal games. Locker rooms must be freshly painted, and carpets cleaned prior to the NCAA taking control of the building.
- h. **Construction/Renovation.** No construction or renovations to the competition venue may be in progress, beginning three (3) months prior to the Women's Final Four. Any plans for competition venue construction or renovation, prior to the Women's Final Four, must be fully disclosed and approved by the NCAA.
- i. **Rehearsal Game.** At the discretion of the NCAA and if no other basketball contests are scheduled in the competition venue in the nine months preceding Women's Final Four, the competition venue must host, at its expense, a minimum of one men's or women's college basketball game during the season in which the Women's Final Four is awarded and prior to January 1. The game will serve as a dress rehearsal and shall be administered consistent with the Women's Final Four competition operations.

- j. **Additional Games.** A Division I women's basketball team may not play more than one regular season game, excluding conference tournaments, in the competition venue during the year in which the Women's Final Four will be conducted.
- k. **Open Practice Day.** At the discretion of the NCAA, practice sessions and other basketball-related functions may be open to the public at no admittance charge to the competition venue or parking charge in the competition venue lots. Super Saturday Open Practice day should be treated as an event day and all personnel and services deemed necessary by the NCAA shall be provided by the competition venue as a part of the event rental charge (Refer to Section 2.C). The NCAA requires that programs, merchandise and concessions will be sold by the competition venue.

3. Venue Operations Schedule

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

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

5. Competition Venue Seating Configuration.

- a. **Seating Capacity.** The competition venue must have a minimum seating capacity of 17,000, including suite seats.

- b. **Seating Manifest.** At the time of the bid, the competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.
- c. **General Public Seating.** The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquiries from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.
- d. **Seating Locations.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants. The NCAA shall be responsible for determining the location of all ticket allotments. The competition venue box office staff will be required to provide assistance in developing the seating manifest and diagram, managing disabled seating requests and facilitating lost/stolen/misdirected tickets.
- e. **LOC Ticket Allocation.** The NCAA will assign tickets, up to but not more than 10 percent of the competition venue's saleable seats, including privately-owned suites, club-level seats and all other seats in the basketball configuration approved by the NCAA, for the use of the host institution/conference, the LOC and the competition venue. No more than 20 tickets shall be made available from the LOC or competition venue to any one entity without NCAA approval. The location of tickets allocated to the LOC will be determined by the NCAA and the LOC shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.
- f. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC and competition venue as needed. The LOC and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange).

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

- g. **Sales Reports.** The competition venue's box office shall be responsible for providing the NCAA with timely and accurate sales reports, including the sale of suites. The NCAA shall be responsible for determining the schedule in which reports will be received from the competition venue's box office. The competition venue's box office shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners in providing the reports.
- h. **Final Ticket Database.** The competition venue's box office shall send the ticket database to the NCAA upon request. Ticket databases should include the following field information for both ticket holders and suite holders: Last Name, First, Name, City, Email, Phone, Address, State, Zip Code, Country, Event, Event year, Event Zip, Sport and Source.

6. Ticket Design and Printing. The NCAA will manage the design and printing for championship tickets, assigning specific duties to the LOC and competition venue as needed. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The NCAA shall incur all expenses associated with ticket printing.

- a. **Ticket Pricing.** The NCAA shall establish all ticket prices, including tickets for suites, standing room only and suite fees, no later than twelve months prior to the championship. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the championship expenses, and further revenue sharing opportunities. Suite fees charged in the sale of suites to new and existing suite holders shall be retained by the competition venue, as will catering revenue for those suites. Suite fees shall not be charged on suites allocated or assigned to the NCAA. Revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization and the bid respondents shall specify any state or local tax exemption that will be granted to the NCAA. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed and any increases in the tax rates from the time the bid submission shall be absorbed by the bid respondent or rebated back to the NCAA if bid respondent is approved for a NCAA championship.

7. Suites.

- a. **NCAA Suite Allocation.** At the time of the bid, the competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees with a minimum of fifteen (15) suites or boxes, all located within the baselines and on the lowest suite level, shall be under the control of the NCAA for its exclusive use. All face value ticket revenue from such suites will belong to the NCAA.

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

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

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

8. LOC Ticket Policies.

- a. **Allocation.** The LOC may be allocated up to 500 all-session tickets. These tickets shall be used to accommodate LOC guests, including but not limited to local contributors.
- b. **Ticket Allocation Limitation.** No more than 20 lower level tickets shall be made available from the host institution/conference, LOC or competition venue to any one entity.
- c. **Assignment Information.** The LOC will provide the NCAA with the names of those individuals assigned to each seat within the LOC's ticket allocation.

9. ADA Seating and Accessibility.

The NCAA requires that the competition venue is in full compliance with all applicable city, state or Federal laws and regulations, including those concerning access and seating for persons with disabilities, as well as closed captioning services for those with hearing impairment.

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

The competition venue shall develop a comprehensive plan to accommodate NCAA student-athletes, media, officials, fans and guests, including access to and from the competition venue and movement within the venue during NCAA events.

10. Health and Safety Protocols.

NCAA is permitted to implement its own and/or the local health authorities' health and safety guidelines/policies as it relates to the event (e.g., temperature checks, mask requirements, cleaning requirements etc.) at no cost the NCAA.

11. Equipment.

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

12. Playing Floor.

The NCAA and its designee will provide a playing floor. The competition venue will provide staffing, at no cost to the NCAA, to install and remove the floor. The NCAA's designee and competition venue will assist in cleaning and maintaining the playing floor while installed. The NCAA will be responsible for the design of such floor.

13. Products.

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

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

15. Broadcast Partner Specifications.

- a. **Lighting.** Playing floor lighting of at least 125-foot candles, distributed evenly from baseline to baseline in all directions, as determined by a quality survey conducted by the NCAA's broadcast partner. If supplemental lighting is needed to meet these minimum requirements, it must be provided at no cost to the NCAA or its designees.
- b. **Compound Power.** Access to sufficient electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. The following standards are a minimum of what is required for sufficient power within 150ft of television compound:
 - Service size - 200 kVA, 208-volt, three phase, three wire – no-load voltage at shore power service disconnects to be 220 volts
 - 1 – 400-amp solid state circuit breaker service disconnect (can provide 2-200 amp in lieu of the 1-400 amp)
 - 2 – 200-amp solid state circuit breaker service disconnect
 - 2 – 100-amp solid state circuit breaker service disconnects
 - 2 – 120-volt, 20-amp duplex outlets each fed from a dedicated 20-amp single pole breaker

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

16. Telecommunications/Data/Wireless Services. Telecommunications support in the installation and provision of telephone lines, hard-wired and wireless data services and related equipment will be

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

- 17. In-Venue Production Capability.** At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. 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. NCAA reserves the right to modify the level of brightness to any digital inventory, if necessary, to accommodate the NCAA's broadcast partner.

The competition venue, at its expense, shall provide video boards, LED equipment, matrix boards, video camera equipment, clear com/radio communications (minimum of three wired and three wireless), IFB for in-arena host, 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 for all NCAA event days in addition to one rehearsal day. This production shall include a fully-staffed and operational in-venue broadcast/video board control room on all event/rehearsal days (i.e., game days and load-in days). In addition, the production shall include access and use of control room equipment no later than 8 a.m. Monday prior to the Women's Final Four for any pre-production needed, editing suites, play back equipment, video storage and editing systems. Any new technologies or additional staffing resources (e.g., LED lighting, gobos, IFB's, etc.) that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production if deemed necessary by the NCAA (i.e., electronic scorer's tables and operators).

The NCAA requires that the competition venue's video boards and control room are interfaced with the competition venue communication system (e.g., Clear Com), as well as the statistics management system. Playback of videos, graphics and animations should be capable of being switched or controlled from the video control room. Digital fascia or signage boards should also be accessible for entertainment, statistical and informational purposes.

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

- 18. Space Assignments.** No later than 12 months prior to the Women's Final Four, the NCAA women's basketball staff will begin determining the space assignments in conjunction with the competition

venue staff, tournament manager and host media coordinator. At its expense, the competition venue shall provide the following space assignments, all subject to the approval of the NCAA. If new construction or other work on existing facilities is necessary to accommodate the NCAA space, the competition venue shall convert all such space at its expense, in accordance with the instructions of the NCAA. The following list highlights key space assignments, however venues should review the competition venue agreement to ensure all space requirements can be accommodated.

- a. **Team Locker Rooms.** Four locker rooms, of comparable size and quality, with separate showers and restrooms, shall be designated for the participating teams. The competition venue shall make game clocks, cold tubs and television monitors available in each team locker rooms.
- b. **Coaches Rooms.** Four dressing rooms, of comparable size and quality, shall be designated for participating teams' coaching staff. Ideally, coaches' rooms will be contained within each team's locker room, but accommodations may be made by designating a separate room outside of, but in close proximity to, each team's locker room entrance.
- c. **Team Memento Suite.** One area for a large selection of student-athlete mementos to be displayed on Thursday, preferably near or adjacent to the team locker rooms.
- d. **Officials' Locker Rooms.** Two locker rooms, with separate showers, must be available to accommodate a minimum of seven game officials on game days. The locker rooms should not be in close proximity to the team locker rooms.
- e. **Athletic Training Room.** A fully equipped training room shall be available and certified athletic trainers must be present for all practices and games at the competition venue. A minimum of two stationary exercise bikes shall be available for team use within the athletic training room.
- f. **NCAA Offices.** The competition venue shall designate four areas of private space, appropriately furnished, for NCAA offices. The separate areas will be used by the Division I Women's Basketball Committee, in-venue presentation staff, media coordination staff and games management staff.
- g. **Hospitality Spaces.** Hospitality locations shall be designated by the NCAA for NCAA Corporate Champion/Partner Hospitality, pregame hospitality, NCAA executive hospitality, NCAA experience hospitality and student-athlete family hospitality.
- h. **Overflow Seating.** The competition venue shall set two areas, with approximately 20-25 chairs, at each end of the playing floor. The seating areas shall be in the baseline areas, on the floor in 2-3 rows opposite the band seating sections. The space will accommodate non-playing participant seating, when needed, and select game operations personnel and contractors.
- i. **Band Seating.** The competition venue shall set two areas, with 31 chairs, for each participating institution's band. The seating areas shall be in the baseline areas, on the floor in two or three rows and should be constructed to accommodate the band's drum set.
- j. **Band Holding and Storage.** The competition venue shall designate an area in which band members may wait until occupying the band seating section courtside for their game. The space shall be carpeted with seating around the perimeter and a television with game feed. Band

members may store their instrument cases in this space during games. This space shall not be located in close proximity to the team locker rooms.

- k. **Cheerleader Warm-up Area.** The competition venue shall designate an area in which the cheerleaders may warm-up prior to the games. This area should be a minimum of 400 square feet, carpeted and free of furniture or other obstructions.
- l. **NCAA Merchandise Storage Area.** In cooperation with the NCAA official event merchandiser, the competition venue shall receive shipments of and provide storage space for merchandise. The NCAA official event merchandiser shall have access to the loading dock and storage space throughout the event.
- m. **NCAA Storage Area.** The competition venue shall designate storage space for NCAA equipment and supplies. The competition venue shall be prepared to receive large shipments of equipment on a mutually-agreed upon timeline and store this equipment in a secured storage area.
- n. **Courtside Media Seating.** The competition venue shall provide chairs and tables for a minimum of 230 individuals utilizing courtside and upper press box seating. There shall be two rows of seating on the scorer's table side (including the official scorer's table) and one or two rows of seating on the press row side. The remainder of the media seating shall be a combination of upper press box, upper press booths and possible buildouts in ticketed and ADA areas that may require killed seating sections.
- o. **Upper Media Seating.** The competition venue shall designate an upper media seating area with the number of work positions to be determined by the NCAA. Tables in the upper media seating area shall be a minimum of 24" wide. The seats shall have a full view of the court, scoreboard and video boards
- p. **Media Workroom.** The competition venue shall designate an area to accommodate a minimum of 220 individuals. At its expense, electrical connections shall be secured on the tops of tables, with a minimum of one outlet available for each seat. Tables should be draped with dark skirting and topped with white vinyl and must be either 30 or 36 inches wide. All walkways must be carpeted. Seating for an additional 30 individuals shall be designated as a work area for photographers to include one hard-wired data connection and at least one power outlet for each seat.
- q. **Media Interview Room.** The competition venue shall designate an interview room for 75 individuals seated theater-style. Sight lines should be unobstructed. The minimum ceiling height is 10 feet, though desired ceiling height is 20-25 feet, with rigging points in the ceiling. This area should be free from background noise (e.g., from playing floor or HVAC systems) and should be able to access the venue's high-speed wireless network. The space must accommodate an 8-foot by 24-foot dais. The dais minimum height should be no lower than two feet, depending on ceiling height and configuration. All riser sections must be securely clamped together. One set of steps with handrails should be installed on the end closest to the interview room holding area. Safety rails, a minimum of four feet high, must be installed on the rear and sides of the dais.
- r. **Media Refreshment/Buffer Area.** The competition venue shall designate a refreshment/buffet area to accommodate a buffet flow of 250-300 individuals. The NCAA shall provide continuous

snacks and beverages for the media throughout a designated time period during the Women's Final Four.

- s. **Broadcast Partner Host Set.** The competition venue, in conjunction with the NCAA and its broadcast partner, shall determine space for an elevated platform approximately 20 feet by 20 feet in size, in the general public seating area for the television host set with minimal seat kill implications. The NCAA's broadcast partner will be financially responsible for constructing the platform. At the facility's expense, the NCAA may request portions of the competition venue's seating infrastructure (seats, railing and the like) be removed to accommodate the broadcast partner's host set location.
- t. **Broadcast Partner Operations Space.** The competition venue, in conjunction with the NCAA and its broadcast partner, shall determine a 300-400 square foot space each for the talent green room, interview room and operational command center, as well as a separate dining area for 120 production crew members.

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

- a. **Complimentary Parking Spaces.** At its expense, the competition venue shall provide a minimum of 350 complimentary parking spaces in prime locations for use by the media, the NCAA, participating institutions, the NCAA's broadcast partner, NCAA's designees and the host institution/conference.

Parking Needs by Day

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
25	58	58	101	260	350	280	350	25

- b. **Broadcast Partner Parking.** At its expense, the competition venue shall designate a minimum of 15,000 square feet of parking space immediately adjacent and accessible to the playing floor to accommodate television truck parking. The space must accommodate a minimum of four 66-foot x 20-foot production trailers, two office trailers, generator, 40-foot box truck and a satellite uplink truck. The parking area should be paved, level and within 150 feet to the cable panels.
- c. **Satellite Uplink.** The NCAA's designee will use a satellite truck to uplink the news conferences. The parking position for the designee's satellite truck should be as close to the media interview room as possible and with a clear view of the southern sky.
- d. **Satellite Truck Parking.** The competition venue shall provide space for two to four satellite trucks and mobile equipment of all credentialed electronic media. This area should be well-lit and have telephone accessibility. The competition venue may charge a parking fee (maximum \$250 per day) to cover costs for security and electricity. The NCAA broadcast partner and designee shall be exempt from the fee and receive priority parking as approved by the NCAA.

20. Competition Venue Staffing. The NCAA requires that competition venue/game day staffing be at an equivalent level for sold-out events at the competition venue. The cost for meeting these staffing standards is the responsibility of the competition venue. For the purpose of this definition,

competition venue/game day staffing shall include the following: (1) security, (2) maintenance, (3) janitorial and cleaning, (4) ticket takers, (5) ushers, (6) police department, (7) fire department, (8) EMS, (9) video board operations, (10) parking, (11) traffic control, (12) catering and (13) guest services.

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

22. Game Program Sales. (Refer to Section 4.B Merchandising Policies.)

23. Food and Beverage Concessions.

- a. The competition and/or practice venue(s) shall retain, operate and control all food and beverage concession rights subject to the provisions of this section, unless otherwise prescribed by the NCAA.
 - The NCAA and its designated representatives shall have the right, with no obligation to make payments of any kind to the competition venue and surrounding areas/facilities that are to be used or their concessionaire or any other third parties, to provide food and beverages of its choice in any areas other than those for general fan concessions including, but not limited to, the locker rooms, media refreshment area, other working areas, private suites or gathering areas, hospitality space and office space as noted herein. If NCAA Corporate Champion/Partner requests to sample/sell product within venue footprint for general fan consumption, the competition venue agrees to make best efforts to accommodate or negotiate the parameters.
- b. The competition venue or its concessionaire shall provide food and beverages (and related services) to the NCAA and its designated agents at costs not greater than the most favorable pricing that the venue (or its concessionaire) offers or makes available to other clients or customers that have used, or will use, the venue.
- c. **Alcoholic Beverages.** Alcoholic beverages may be sold and dispensed at NCAA division I championship and ancillary events, provided that the host, venue, and/or concessionaire:
 - (1) Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty, and insurance obligations; and
 - Verification
 - (2) Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information,

- together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.
- (3) Agree to meet the NCAA's expectation for a share of the revenue derived from the sale of concessions during the event with the NCAA, expressed at twenty percent (20%) of the gross revenue generated from the sale of alcohol during the Event, less sales tax and credit card fees specific to those sales, with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.
- d. **Catering.** Food and beverage provided by the competition venue's contracted caterer during the NCAA's event dates shall be provided at a twenty percent (20%) discount off the caterer's list prices, inclusive of orders placed by the NCAA and LOC. The competition venue will guarantee that menu pricing for the awarded year will have no more than a three percent (3%) maximum annual increase from the 2022 menu pricing. The NCAA will have the option, without any fees or payments due to the competition venue and/or caterer, to bring food and beverage into the competition venue for groups smaller than twenty people when the competition venue is closed to the public.
- e. **Souvenir Cups.** The competition venue concessionaire must agree to purchase and sell soft drinks in NCAA souvenir drinking cups. The NCAA shall provide the cup design and vendor information for placing the order. The concessionaire may charge a small up-charge to guests to recover the cost of the cup.

24. **Advertising/Signs/Décor/Commercialism.**

- a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s), including the scoreboard and the playing surface prior to or during the conduct of the championships, other than NCAA, media partner or NCAA corporate champion/partner branding/recognition approved by the NCAA. Any permanently-affixed advertising banners, signs, cup holders, select equipment bearing corporate marks, product/exhibit displays shall be covered with décor elements or other NCAA directed elements by the competition at the expense of the venue and/or LOC as specified by the NCAA, including costs of production and installation and strike. All professional signage/marks/pennants/banners/retired numbers/etc. must be covered or removed at the venue's expense unless approved by the NCAA.
- b. **Alcohol/Tobacco/Gambling and Competitors to NCAA Corporate Champions and Partners.** and Competitors to NCAA CCPs. All alcohol, tobacco and gambling advertisements/corporate identification visible by broadcast cameras or game attendees from any area visible from the

competition area or seating bowl must be covered at the expense of the host or venue. is includes any prominent signage which may be seen (and potentially picked up by a camera) in private viewing suites.

Any alcohol, tobacco or gambling advertising that is deemed by the NCAA as not viewable from the competition area or seating bowl does not need to be covered, whether in the concourse or in ancillary venues. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA.

- c. **External Signs.** All exterior venue corporate signage, including professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA.
 - d. **Commercially Named Competition Venues.** The competition venue name/logo at the top of the scoreboard (regardless of the number of appearances) may remain uncovered. Backlit lights on the arena name/logo must be turned off. If the competition venue name is not on the scoreboard, but appears elsewhere in the arena bowl, two mentions may remain uncovered, with backlights off. If the commercially-named competition, practice and/or ancillary event venue(s) is an existing NCAA Corporate Champion or Corporate Partner, the NCAA, in its sole discretion, may allow additional branding of the commercially-named venue(s).
 - e. **NCAA Corporate Champion/Partner Banners.** The NCAA shall have the right to display NCAA corporate champion/partner banners and NCAA signage on the concourse, within the competition bowl and venue exterior without limitation.
- 25. Security Plan.** The development and implementation of a security plan is the responsibility of the competition venue staff. The competition venue staff shall consult with representatives of the appropriate public safety agencies (e.g., local, state and national law enforcement agencies (e.g., police, FBI, ATF, Secret Service, Homeland Security, etc.), fire departments, hazardous materials response units, state and local emergency management agencies, local public officials and emergency medical services). The security procedures for the Women's Final Four must address preparation, response, communication and recovery.

SECTION 2.F - LODGING

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, Women's Basketball Coaches Association, broadcast partner and other special guests as designated by the NCAA. A total of 5 hotels are requested: 1 NCAA Headquarters hotel for NCAA, media and game officials, 4 hotels for the 4 participating teams. Refer to Section 2.K.3 to review WBCA lodging needs. Efforts will be made to provide some deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

The Bid Committee must guarantee sufficient housing is available to meet the room block needs identified below. Properties must meet the required service levels (full-service properties, complimentary internet and breakfast requested) and be in reasonable proximity to the event venues.

1. Hotel Room Blocks/Rates.

- a. The Bid Committee shall secure and put a temporary hold on a minimum of 2,500 high-quality hotel rooms and meeting space for the NCAA and its designees (i.e., participating teams, media, broadcast partner, On Location, and other partners identified by the NCAA).

(1) Of the rooms:

- A minimum of 1,100 hotel rooms should be within a reasonable distance of the venue.
- A four-night minimum stay will be implemented for all guest rooms.
- One Bedroom and Two Bedroom Suites offered complimentary or at the group rate.

- b. The Bid Committee must guarantee sufficient housing is available to meet room block needs identified below.

(1) Of the properties:

- All 5 properties must be high quality and full service with the ability to accommodate one (1) full team, the entire NCAA Headquarters block.
- Room rates not to exceed \$199 for full-service properties and \$149 for select service properties that must be confirmed for the years selected and inclusive of 10% commission. These rates are per room per night without tax included.
- Room rates submitted as part of the bid must specify all applicable fees (i.e. resort fees, Union fees).

- (2) 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.

- (3) Preferential consideration will be given to cities who provide high-quality hotel options, with competitive room rates.
- c. Potential NCAA or designee hotels will be required to provide the following guest room requirements, at minimum:
 - (1) Potential **NCAA Headquarter Hotel** – Hotel shall be a full-service hotel with a minimum of 600 rooms - to include a minimum of 20 suites (one presidential suite, six two-bedroom suites and 14 one-bedroom suites)
 - If property has no two-bedroom suites, hotel can substitute one-bedroom suites with connecting and/or adjoining rooms OR upgraded room types with connecting and/or adjoining rooms.
 - (2) Potential **Final Four Team Hotels** – Each hotel shall be a full-service hotel with a minimum of 135 rooms – to include 72 Kings, 4 Team Host Kings, 50 Double/Doubles, 3 Two Bedroom Suites, 3 Two Bedroom Suite Connectors and 3 VIP Suites at Group Rate, per team.
- d. Once hotel agreements are executed by the hotel and countersigned by the NCAA, the NCAA reserves the right to cancel or reduce an unlimited number of rooms, without penalty, based on the first contracted check in date.
2. **Meeting Space.** It is required that all NCAA contracted hotels agree to hold all meeting space in conjunction with the Women’s Final Four. Meeting space assigned to the NCAA or its designees should not incur room rental fees, set-up fees, food and beverage minimums, etc.
3. **Contract Submission.**
 - a. Rooms will not be contracted by the NCAA until after the bids have been awarded. Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.
 - b. Once finalists have been announced, Anthony Travel will contact the recommended properties, utilizing the information provided in the bid and will work with them directly to contract. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. Anthony Travel will take into consideration all recommendations when selecting or sourcing hotels; however, guarantees cannot be made that contracts will be secured with these properties.

SECTION 2.G – PRACTICE SITES

1. **Practice Venues.** The host institution/conference shall secure four (4) alternate practice facilities with availability beginning on Tuesday prior to the national semifinal games through the National Championship Game on Sunday.

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

2. **Practice Location.** The NCAA requires that each team's practice venue shall be no more than 20 minutes travel time (during peak hours) from that team's hotel and no more than 30 minutes travel time from the competition venue.

SECTION 2.H - TRANSPORTATION

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

1. **Volunteers.** The LOC will establish a committee consistent with the LOC Organizational Chart. (Refer to Section 2.A).
2. **Equipment.**
 - a. At the LOC's expense, barricades or bike racks must be used at the competition venue in the passenger loading and unloading areas in order to facilitate bus and vehicle loading/unloading.
 - b. The signage program for the transportation system shall be designed, managed and implemented by the NCAA as detailed in the Bid Committee/LOC Committee section of these bid specifications.
3. **Staging Area/Boneyard.** Shuttle buses shall be staged in a central location near the airport, team hotels and competition venue at the venue or LOC's expense. If loading zones are in metered areas, the LOC is responsible for the expenses associated with those bagged meters.
4. **Parking, Tolls and Security.** Necessary parking, tolls and security shall be provided at no expense to the NCAA.
5. **Police Escorts.** Police escort service for teams to and from the airport and their hotels, to and from the competition venue on practice days and game days, to and from off-site practice facilities and to and from the Salute. Any police escort needs required by the NCAA will be at the expense of the LOC.
6. **NCAA Transportation Needs.** If determined necessary, the NCAA shall provide, at its expense, bus shuttle transportation between the airport, hotels, competition venue and other locations.
7. **Courtesy Vehicle Program.** At its expense, the NCAA will arrange for courtesy vehicles to be delivered to the LOC by its designee. The LOC shall assist the NCAA in the pickup, pre-/post-inspection and distribution and return of these vehicles. The NCAA reserves the right to have the LOC provide professional drivers, at the LOC's expense, for the vehicles.
 - a. **Insurance.** The insurance purchased by the NCAA, as part of the rental agreement, will cover all drivers, including the transportation vehicle liaison, volunteers who assist with transportation, game officials, committee representatives and NCAA staff. All vehicles are covered with 24-hour roadside assistance. The LOC may purchase additional insurance at its discretion and expense.
 - b. **Driver Identification Forms.** Each vehicle recipient shall complete a Driver Identification Form provided by the NCAA, with a copy of their valid driver's license to the transportation vehicle

liaison. This form shall be used as a means of tracking individuals who will be driving the vehicles provided in the courtesy vehicle program.

- c. **Participating Institution Delivery/Return.** Each vehicle will be delivered with a full tank of gas. A courtesy vehicle informational packet, including driver identification forms, user information and keys, should be provided to the participating institution's primary administrator upon check-in at the team hotel. The participating team's primary administrator shall return the vehicle to his/her hotel and leave the keys at the hotel's front desk. The vehicles must be returned to the rental car company with a full tank of gas. The LOC may include gasoline expenses on the financial report as an NCAA expense.
 - d. **Vehicle Distribution.** All vehicles will be available for distribution beginning no earlier than five days before the semifinals and must be available for the rental car agency to pick up by 5 p.m. on Monday following the Women's Final Four. Vehicles shall be available to teams upon their arrival at the team hotel.
- 8. Anti-Gouging Commitments.** The NCAA requires firm and binding anti-gouging commitments from bus, taxi, rideshare and rental car companies. Rates for buses and limousines may not exceed existing tariff rates as of June 1 of the year prior to the Women's Final Four, where tariffs apply.
- 9. Variable Message Signs (VMS).** The municipalities, counties, and/or states in which major Women's Final Four hotel room blocks, events and activities are proposed shall commit to provide their VMS traffic signage for the purpose of traffic management and public messaging during Women's Final Four week, to the extent reasonable and practical, at no cost to the NCAA.
- 10. Game Day Public Shuttle Transportation.** The LOC may operate a public shuttle system during the operating days and hours of National Semifinals, Super Saturday and National Championship days, respectively, at no cost to the NCAA; either free or at a reasonable cost to the public. This shuttle system must be approved by the NCAA and integrated into the transportation master plan. If there is a train system servicing the city the LOC, at its expense, must provide a minimum of 750 three-day passes for the NCAA and its membership.
- 11. Vehicle Licensing.**
- a. **DMV Contact.** The NCAA requires that an authorized representative be designated as a contact for the Department of Motor Vehicles.
 - b. **Licensing Fees.** The NCAA requires a resolution waiving fees for special licensing for up to 35 courtesy cars and shuttle buses, at the LOC's expense.
 - c. **Motor Vehicle Record (MVR).** The NCAA requires that the LOC run and pay for an MVR on all volunteer drivers, LOC drivers and necessary transportation services staff.
- 12. Public transportation System Signage.** The NCAA requires the city/state transit authority to grant the NCAA, until 60 days prior to the Women's Final Four, the Right of First Refusal, to purchase all advertising signage at standard rate card on the city/state transportation and mechanisms such as vehicles, buses, trolleys, light rail service, subways, monorails, and water taxis. The NCAA shall have the right to subcontract such space to a sponsor or other designee.

SECTION 2.1 - VOLUNTEERS

The LOC is responsible for the creation, implementation and execution of an extensive volunteer program, including a comprehensive recruiting and shift assignment program. The volunteer program will require approximately 2,500 volunteer shifts, inclusive of all official, ancillary and special event needs.

1. Volunteer Policies.

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

2. Volunteer Registration.

- a. **Registration Software/Database.** At the LOC's expense, it shall select and contract a volunteer registration software provider a year prior to the Women's Final Four. At minimum, registration software should provide registration, scheduling, and communication features.
- b. **Background Checks.** At the LOC expense, it shall select, contract, and manage the volunteer background process. The Local Organizing Committee shall work with local law enforcement to develop background check criteria.

3. Volunteer Selection.

- a. **Selection Guidelines.** Volunteers shall be selected on their knowledge, pride in their city/region and customer service attitude. Championship volunteer programs should represent the student-athletes and communities we serve, embrace diversity, and be inclusive of individuals from all backgrounds and identities. The NCAA and the LOC shall encourage recruitment and participation of volunteers from a talent pool of individuals that reflect diversity across all aspects, including race, age, sex, class, national origin, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. The LOC/host institution should keep the NCAA's commitment to diversity top of mind as they assign volunteers to the various roles and responsibilities throughout the championship. Key volunteers must have the ability and flexibility to make a significant time commitment. At the LOC's expense, a background check for every application will be required. The NCAA and the LOC shall encourage recruitment and selection of a diverse pool of volunteers, reflective of the broadness of the host community.
- b. **Recruiting.** At the LOC's expense, it shall recruit, train and manage diverse volunteers. The NCAA recommends that volunteer recruiting begin no later than nine months in advance of the

Women's Final Four. Organizations that are solicited and provide volunteers shall not receive corporate recognition or identification. Three four-hour shifts are required of volunteers recruited.

- c. **Point Guards.** Point Guards are an important component of the volunteer program. Point guards are volunteers, with volunteer management and or event experience, who will assist the LOC with recruiting, training, and supervising volunteers.
 - d. **Training Sessions.** At its expense, the LOC shall conduct a minimum of two large seminar-type training sessions, as close to the event date as possible, to familiarize the volunteers with the policies, guidelines and purpose of the volunteer program. Please note, Tourney Town volunteers may require an additional training session. Subsequent to the seminar-sessions, committee chairs should conduct volunteer training sessions for their respective operational areas.
 - e. **Sustainability.** In support of the NCAA's sustainability initiative, the LOC shall request volunteers sign a 'green pledge' that focuses on environmentally conscious habits and actions during the Women's Final Four.
 - f. **Volunteer Handbook.** At its expense, the LOC shall create a volunteer handbook, providing Women's Final Four information, volunteer responsibilities, maps, phone numbers and other pertinent information.
4. **Volunteer Uniforms.** At its expense, the NCAA will provide uniforms (e.g., hat, polo shirt) to registered volunteers. The selection of the volunteer uniform is at the sole discretion of the of the NCAA.
5. **Volunteer Parking/Transportation.** The LOC, at its expense, is responsible for coordination and execution of all parking and transportation plans for volunteers.
6. **Volunteer Meals.** The LOC, at its discretion and expense, may provide meals and snacks to volunteers.
7. **Volunteer Recognition.**
- a. **Appreciation Event.** At its expense, the LOC shall host a post-championship volunteer appreciation event. If possible, this event should be in conjunction with the Women's Final Four wrap-up meeting six to eight weeks after the Women's Final Four.
 - b. **Volunteer Recognition.** The NCAA, at its expense, will create a recognition memento for the local community and volunteers that will be provided at the event.

SECTION 2.J - SUSTAINABILITY

The NCAA encourages the incorporation of sustainable practices into all events and venues and plans to support venues and cities that share this same philosophy. It is essential for the Bid Committee to highlight the current practices that will help minimize the environmental footprint of the Women's Final Four and related events on a community, as well as the planned components that will be in place by the bid year.

Sustainability Plan. At its expense, the LOC shall develop and execute an NCAA approved sustainability plan to complement existing environmentally friendly certifications and/or initiatives and will leave a positive long- lasting legacy in the host community. The plan should ensure the environmental impact of the events will be minimized in the cities that host Final Four events. The sustainability plan shall address, at a minimum, conservation of natural resources, materials management (including scope of recycling and/or composting, and metrics behind these efforts), environmentally- friendly purchasing plan (e.g., products that include post-consumer waste, products that are easily recycled, products with low toxics, and buy American purchasing plan for items such as lanyards, uniforms, gifts, food and beverage materials, etc.), community engagement (legacy projects that are positive and lasting, such as tree plantings or donating leftover items) and education, alternative transportation options (e.g., mass transit, bike racks, walkability) and a plan for measuring and reporting all pertinent initiatives during and after the events.

1. As part of the sustainability plan, event venues shall implement a program for collecting and proper disposal of recyclables, including bottles, cans, paper, cardboard, and materials for donation. Composting of organic materials will be looked upon favorably but is not required. The LOC shall grant, and will use its best efforts to ensure that the event venue operator grants, the NCAA or its designees the right to provide containers for collecting recyclable materials at all event venues, without limitation.
2. Additional components of the plan should include opportunities for NCAA corporate champions and partners' participation in the program.

SECTION 2.K - ANCILLARY EVENTS/PROGRAMS

1. **Insurance.** All venues holding any ancillary event must provide the appropriate insurance according to the Insurance Description. (Refer to Section 4.A, Insurance Description).
2. **Event Activation.** All ancillary events/programs in a given year will take place at the NCAA's sole discretion. Ancillary Events/Programs taking place in a given Women's Final Four year will be determined on a year-by-year, city-by-city basis based on many factors.
3. **Marketing.** The LOC, at no cost to the NCAA, is responsible for marketing and promoting the ancillary events in conjunction with the Women's Final Four. The LOC, in cooperation with the NCAA, shall develop a comprehensive marketing plan including traditional (TV, radio, print, etc.), digital (social media, internet, etc.), and grassroot (small groups, local events, street teams, etc.) marketing strategies to increase awareness and attendance at the ancillary events.
4. **Role of Production Company.** The NCAA will hire a production company ("designee") to lead planning, organization and execution of the Salute, Tournney Town, Party on the Plaza and possibly other events as determined by the NCAA on behalf of the NCAA.

NCAA Planned Events/Programs

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

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

Committee Alumni Event. The LOC in collaboration with the NCAA will host a committee alumni event to include all former committee members, current committee members and current Women's Basketball Oversight Committee members. If the event should take place within an established LOC hospitality (i.e. pregame hospitality), LOC will be financially responsible. If NCAA determines a separate, stand-alone event is needed, expenses will be the responsibility of the NCAA.

Dribble to Work Day. The NCAA in collaboration with the NCAA will conduct a "Dribble to Work Day" in conjunction with Selections. The program is a digital/social awareness campaign to feature local dignitaries, city destinations and additional highlights for a community to engage excitement of selections, start to March Madness and drive ticket sales, if needed. All future designated host cities will receive the given year's branded basketballs for content development.

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

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

NCAA/LOC Staff Dinner. The NCAA will host a dinner for the LOC working staff, LOC leadership team and NCAA women's basketball staff during either the last site visit in February prior to the Women's Final Four or during the After Action Report meeting post-event. The LOC will assist the NCAA in selecting a site and the NCAA will be responsible for all arrangements and expense.

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

Party on the Plaza and Red Carpet Arrivals. The NCAA will host a pre-game event outside the facility that is open to the general public prior to the national semifinals and the national championship, and during the Super Saturday Open Practice event. The two teams competing in the national championship will have a red carpet arrival. The LOC/facility shall assist in recommending to the NCAA an appropriate site, equipment and logistical needs for Party on the Plaza.

Read to the Final Four. Read to the Final Four is designed to leave a lasting impact and legacy on the local students of targeted communities. The program inspires and incentivize elementary students by encouraging them to develop a love of reading. Read to the Final Four will challenge local elementary students of all ages in a series of challenges that culminate in a month-long March Madness Challenge. The competition concludes in April during the Women's Final Four and the top "Final Four" schools will win a field trip to the NCAA fan festival where they will be recognized in a special award ceremony.

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

Student-Athlete Family Hospitality. The NCAA will host an event for Women's Final Four student-athlete family and guests prior to the national semifinal games.

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

Super Saturday Open Practices. The NCAA will host a free, open to the public practice sessions for the two final competing national championship teams on the Saturday of Women's Final Four weekend. A 30-minute window for possible NCAA Corporate Champions and Partner activations with promotions for fans will be slated as part of the event program.

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

LOC Planned Events/Programs.

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

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

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

Committee Outing. At its expense, the LOC shall coordinate a committee outing for the NCAA Division I Women's Basketball Committee and their guests (approximately 30 people). The outing should provide the attendees with an opportunity that is unique to the host city.

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

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

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

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

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

Super Saturday Concert VIP Party. At its expense, the LOC shall host a pre-concert hospitality event for VIPs including selected NCAA and LOC guests. A mutually agreeable number of guests, approximately 300 with each entity receiving half of the invitations between NCAA and LOC.

Team Welcome Events. At its expense, the LOC will provide a unique airport arrival experience and program for the NCAA participating teams upon arrival and/or departure from host city. Upon arrival in the city, student-athletes and coaches are greeted by fans and members of the LOC to celebrate their accomplishments and welcome the participating institution to the host city. This event, organized by the LOC, commonly showcases the culture and regional flavor of the city and is the team's first impression of the host city.

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

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

Other Events/Programs.

Information and Welcome Centers. Information tables and welcome desks will be located at each official NCAA hotel, WBCA hotel, Tourney Town venue and airport. These welcome centers will provide visitors with Women's Final Four specific information and will be staffed by volunteers.

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

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

Sports ETA Women's Summit. Developed by top women leaders in the sports events and tourism industry, the annual Women's Summit will inspire you to achieve career professionals in the sports industry to pursue their career goals. The Sports ETA Women's Summit encourages attendees learn how to strengthen their community relationships, advocate for themselves, and polish their leadership skills. By attending, the participants will gain access to tools and resources that will help you improve your personal brand and add value to your organization. This multi-day event takes place at the Women's Final Four for attendees to expand their networks and grow their careers. The LOC will be asked to support the sourcing of hotel properties, meeting space and additional programming support on a local level.

WBCA National Convention. The Women's Basketball Coaches Association (WBCA) will conduct its annual convention in the host city in conjunction with the Women's Final Four. Convention programming typically runs Thursday through Sunday with approximately 2,400 registrants and 250 vendors participating. Refer Section 2.K.3 for a more detailed description.

Additional Considerations of Ancillary Events

Other Association Meetings, Events and Conventions. In an effort to align more women and industry professionals to the Women's Final Four, the NCAA will request assistance from the LOC to recruit new groups (e.g. national associations) to hold an event (e.g. board meeting, convention, think tank, focus group, seminar, symposium) in the city during the Women's Final Four weekend. Recognizing the opportunity for synergy and collaboration with Women's Final Four, these groups can utilize established Women's Final Four programs (e.g. Beyond the Baseline), relevant contributors (e.g. keynote speakers, panelists, subject matter experts), hospitality, entertainment, Tourney Journeys and other ancillary events – all of which will provide value to them and enhance their event/meeting. The LOC will also assist with securing hotel rooms and meeting space for these new groups.

SECTION 2.K.1 - SALUTE

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

1. Availability.

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

2. Venue Specifications.

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

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

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

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

SECTION 2.K.2 –TOURNEY TOWN

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

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

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

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

1. Availability.

- a. **Move-In/Move-Out.** The facility shall be available for move-in no later than 8 a.m. eleven (11) days before the national semifinals. Move-out will conclude by midnight three (3) days following the national championship game.
- b. **Facility Conditions.** The facility shall be clean, lighted with heat and/or air conditioning capabilities and shall be in compliance with all applicable city, state or Federal laws and regulations, including those concerning access for the disabled.
- c. **Financial Arrangements.** The venue and services (e.g. rental fee, utilities expense, staffing, parking, security, internet, etc.) outlined below will be provided at no cost to the NCAA or the NCAA’s production company. The LOC shall arrange, at no rental fee to the NCAA, for a venue where the NCAA shall conduct this event. Unless expressly stated herein to the contrary, the venue shall be provided and all venue and LOC obligations stated herein shall be fulfilled at no cost to the NCAA or its designees. To the extent that the NCAA and/or its designees agrees in writing to pay the venue or LOC for any services, the rate for such services shall be (as applicable) the venue’s or LOC’s “most favored-nation” rate.

2. Facility Specifications.

- a. **Facility Space.** A minimum of 150,000 square feet of first-class exhibit space, for use as the Tourney Town area and to host various on-court and on-stage events. This space will ideally be adjacent to the competition arena but must not be outside of a one-half mile radius of the facility.

- b. **Indoor Space.** The space shall be in an adjacent convention center or large hall which could provide 150,000 square feet of lighted, heated, barrier free space which is in compliance with all regulations noted above. The venue shall be suitable for an event such as the fan festival. If requested by the NCAA, the venue shall (at the venue's expense) provide a professional (e.g., a civil/structural engineer reasonably acceptable to the NCAA) opinion confirming the suitability and safety of the venue for the fan festival. The venue (at the venue's expense) shall implement any recommendations of such professional to cause the venue to be suitable/safe for the conduct of fan festival.
- c. **Exclusivity.** The NCAA shall have exclusive use of the venue and the venue and LOC shall ensure no corporation or third party (other than the WBCA or NCAA affiliates and designees) conducts and/or is entitled to conduct, any hospitality activity, fan activity, promotional/marketing activity or entertainment activity at the Tourney Town venue. The NCAA and its designees shall not be limited with respect to its offering/conducting such hospitality activity, fan activity, promotional/marketing activity or entertainment activity at its sole discretion. Should other entities desire space, the NCAA shall have the exclusive right to sublet all venue space and assign space to third parties as necessary. For clarity, this clause shall apply to the primary Tourney Town venue and all adjacent and related areas (e.g., adjacent property, frontage, parking, etc.).
- d. **Plan of Operations.** The fan festival venue shall have a comprehensive Plan of Operations. This plan shall include the competition venue's portion of the public safety plan, guest services, and other event venue services subject to NCAA review and approval.
- e. **Meeting Space.** At no cost to the NCAA, the facility shall provide 20,000 square feet of meeting room space located adjacent or close to the Tourney Town exhibit halls/venue space. Meeting rooms are used for the NCAA fan festival command center, storage, talent green rooms and volunteer check-in and break rooms.
- f. **NCAA/Production Company Break Room.** At no cost to the NCAA, the facility shall provide a break room for the NCAA, production company staff members and volunteers, preferably overlooking the venue, that is a minimum of 3,000 square feet in size. The venue shall include a minimum of 12 breakout rooms for NCAA use that are each a minimum of 500 square feet in size.
- g. **Band/Cheerleader/Performer Holding Room.** At no cost to the NCAA, the facility shall provide a holding room for bands, cheerleaders and performers that is a minimum of 3,000 square feet in size.
- h. **Utilities.** At no cost to the NCAA or its designee, the NCAA fan fest venue shall provide sufficient utilities including electrical power, water hookups, internet access for all participants in all areas and phone as needed to execute the event. If the space is outside, the LOC will also take financial responsibility for providing power even if this entails bringing in portable generators.
- i. **Bleachers.** The local organizing committee or facility shall provide, at no charge, bleachers or risers with chairs to accommodate approximately 2,500 fans for unobstructed viewing of various presentations at the Tourney Town center court.

- j. **Drayage.** No charges will be assessed for drayage on incoming and outgoing shipments to and from venue docks or parking lot.
- k. **Video/Sound/Public Address Systems.** Except for use by the facility in the event of an emergency, the NCAA shall retain sole, exclusive and complete control over the video, sound and public-address systems and all other audible or visible information or communication systems in the facility.
- l. **Audio-Visual.** The NCAA has the ability to select and contract with an audio-visual company of its choosing. If the Tourney Town venue's audio-visual company is selected, it agrees to provide the NCAA and its designee with a twenty percent (20%) discount on all audio-visual spending.
- m. **Security.** The Tourney Town venue is required to provide experienced, qualified security personnel in all positions for the event at the LOC or venue's expense. The facility shall provide to the NCAA and/or its event producer a comprehensive security/emergency-situation plan identifying key personnel and their experience no later than 12 months prior to Women's Final Four with regular updates provided as needed. In addition, at no cost to the NCAA, the facility or the LOC shall provide all security personnel and equipment (e.g. magnetometers, wands, perimeter fencing if outdoor, etc.) deemed necessary by the NCAA after receiving consultation and recommendations from the venue.
- n. **Products.** The NCAA, its designated representatives and/or official corporate partners shall have the right to provide complimentary sampling of food and/or beverages and other products/services of its choice at the Tourney Town venue without limitation. There shall be no limitations on the size and amount of sampling and no fee shall be required to be paid to a concessionaire or any other party.

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

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

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

The NCAA and its designees shall have no obligation to make any payments to the venue or its concessionaire or any third parties with regard to sampling or NCAA restaurant, food and/or

beverage category partner sales, or other sales or giveaway by the NCAA or its sponsors or other designees. For clarity, this clause shall apply to the primary Tourney Town venue and all adjacent and related areas.

3. Staffing.

- a. **Senior Event Coordinator.** The selected venue shall provide one person to serve as the primary point of contact for the NCAA and/or their designated Tourney Town production agency. This person's responsibilities may include, but are not limited to: regular conference calls with the NCAA and the Tourney Town production agency, procuring local permits and approvals, arranging local labor, arranging advance shipping options, providing food and beverage vendors, recommending best uses of available space and resources and coordinating host displays. Primary oversight of Tourney Town will be handled by the NCAA and its designated production agency, however, the venue's senior event coordinator will play an important role in shaping the event to meet the unique needs and opportunities of the host city.
 - b. **Staffing.** The facility or local organizing committee shall provide and pay for all services deemed necessary for the NCAA fan fest area by the NCAA or its designee, including but, not limited to: security, janitorial services, ticket sellers, ticket takers, a first-aid room staffed by paramedics or other certified emergency medical personnel, maintenance and cleanup for all areas used by the NCAA or its patrons (e.g., restrooms, concession stands). All such personnel are to be under the sole direction and control of the facility or LOC and are not to be considered employees or agents of the NCAA excluding security personnel. Reasonably in advance of the fan festival event (and no later than 18 months preceding the event), the venue shall present a Plan of Operations to NCAA and its designee for the provision of all services necessary for the fan festival event and identify any service providers that are exclusive or preferred providers at the venue. The NCAA and its designee shall have the right, in their sole discretion, to arrange for such services themselves and contract directly with the venue's service providers or outside vendors of their choice (and the costs for such services shall be reimbursed by the LOC or venue to the NCAA and designee).
4. **ADA Accessibility.** The NCAA requires that the venue is in full compliance with all applicable city, state or Federal laws and regulations, including those concerning access and seating for persons with disabilities.
 5. **Health and Safety Protocols.** NCAA is permitted to implement its own and/or the local health authorities' health and safety guidelines/policies as it relates to the event (e.g., temperature checks, mask requirements, cleaning requirements etc.) at no cost the NCAA.
 6. **Merchandising.** The NCAA, or its designee, shall have the exclusive right to market and sell products licensed by the NCAA and will administer all souvenir merchandising within the contracted space. The NCAA and its designee reserve all merchandising and other rights, including but not limited to, the rights to select any merchandise vendors, and NCAA and its designee will retain all revenue from the sale of merchandise. The NCAA and its designee shall have no obligation to make any payments to the venue or its concessionaire or any third party with regard to merchandising or other products. (Refer to Section 4.B, Merchandising Policies.). For clarity, this clause shall apply to the primary fan festival venue and all adjacent and related areas (e.g., adjacent property, frontage, parking, etc.).

- 7. Advertising.** For clarity, the clauses below shall apply to the primary fan festival venue and all adjacent and related areas.
- a. No promotional, public relations, political, marketing, sponsorship, advertising or similar activity shall take place at the Tourney Town venue area during the time the venue is leased to the NCAA without the express written advance approval of the NCAA. Without limiting the generality of the LOC/venue obligations in paragraph 5b, immediately below, alcohol, tobacco and gambling related advertising shall be covered at the Tourney Town venue at the LOC's expense.
 - b. Unless specifically authorized by the NCAA, no advertising, banners, signs, inflatables, projections, kiosks, promotional areas, decals, window clings, lighting, marketing street teams, branded food and beverage equipment, branded food and beverage equipment logos, brand identification or other displays of any kind shall be hung, posted or displayed anywhere at or adjacent to the Tourney Town venue during the dates the venue is leased to the NCAA, other than advertising, banners, signs and television/radio/Internet/sponsor banners and other displays approved in advance by the NCAA or its designee. Any advertising, banners, signs or displays (other than those approved by NCAA in advance) shall be covered by the venue at its (or the LOC's) expense, as designated by the NCAA.
 - c. Except for use by the Tourney Town venue in the event of an emergency, the NCAA shall retain sole, exclusive and complete control over the video, sound and public-address systems and all other audio and/or visual information or communication systems in the Tourney Town venue.
 - d. Without limiting the generality of the NCAA's other rights stated herein, an NCAA sponsor (or other NCAA designee) shall be permitted to provide recycling bins to be used to collect recyclable materials during Tourney Town (and, unless otherwise agreed with the NCAA, the venue shall be responsible for recycling such bins and their contents).
- 8. Promotions and Community Awareness.** The LOC, at its expense, shall work in cooperation with the NCAA and/or its designees to market and promote the event in the local community through a comprehensive cross platform marketing, public relations, digital and media campaign. All LOC promotional efforts shall be subject to the NCAA's advance review and approval, which may be granted or withheld in its sole discretion.
- 9. Parking.** The NCAA requires space for visitor, staff, contractor and delivery parking.
- a. **Tractor-trailer and Box Truck Space.** Space for several tractor-trailers and box trucks to load-in, load-out and, if necessary, park will be provided at the facility at no cost to the NCAA. Since certain tractor-trailers and box trucks may be used as part of a permanent Tourney Town display inside of Tourney Town, an adequately sized entry to the facility for these vehicles should also be provided. The venue shall provide parking space for approximately 10 tractor trailers at any one time in a marshaling yard. This space may be off-site from the event venue, available 18 days prior to national semifinals and ending at 10 p.m. three days following the National Championship game. The event venue or its contractor shall staff and operate this marshaling yard on a schedule developed in conjunction with the NCAA at the venue or LOC's expense. The venue shall include space for television/media production trucks and/or other equipment on the floor of the venue and/or immediately outside the ancillary event venue. The venue shall

provide complementary parking space along the exterior of the venue for a minimum of four satellite uplink trucks.

- b. **Staff and Contractors.** A minimum of 150 parking spaces shall be provided for staff and contractor parking and will be provided throughout the load-in, event, and load-out at no cost to the NCAA.
- c. **Visitors.** It is preferred that free parking also be provided for up to 10,000 visitors. However, if this is not possible, adequate and affordable paid parking must be provided.

10. Street Closures and Permits (for outdoor venues). As needed, the LOC shall work with the NCAA or its designees on street closures and permits of any kind. If any streets are deemed necessary to close, the LOC will work with local officials and law enforcement to secure the needed permits and staff required to complete and enact these closures. The LOC and venue shall pay all permitting costs.

11. Food and Beverage Vendors. The NCAA or its designee shall control all food and beverage rights at ancillary events. Also, the NCAA may restrict the sale of certain food and beverage products within the ancillary events if they conflict with NCAA corporate champions or partners. For clarity, there shall be no food and beverage buyout required in the ancillary events, and the NCAA shall have the ability to (a) allow its quick-service restaurant or casual dining sponsor to serve food within the ancillary events with no buyout; (b) to bring in selected food trucks or vendors for event guests; and (c) bring into the ancillary events outside food and beverage for staff, crew and volunteer meals if desired.

12. Alcoholic Beverages. The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at ancillary events. Alcoholic beverages may be sold and dispensed at NCAA division I championship and ancillary events at the NCAA's sole discretion, provided that the host, venue, and/or concessionaire:

- a. Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - Permissible types of alcoholic beverages;
 - Eligibility for the sale and distribution of alcoholic beverages;
 - Indemnity, warranty, and insurance obligations; and
 - Verification
- b. Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security

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

- c. Agree to meet the NCAA's expectation for a share of the revenue derived from the sale of concessions during the event with the NCAA, expressed at twenty percent (20%) of the gross revenue generated from the sale of alcohol during the Event, less sales tax and credit card fees specific to those sales, with such agreement to be reflected in a written agreement between the NCAA and the applicable parties (host, venue, and/or concessionaire) executed prior to, or simultaneously with, the NCAA's official selection of the host for the applicable championship.

13. Content Rights. The NCAA and/or its designee shall have the exclusive rights to produce, capture, reproduce, display, broadcast and otherwise use and distribute all images, photographs, data, footage, information and other content on and of the venue from Tourney Town and all other related events (Content) on all existing and future media outlets and platforms, including, but not limited to television, radio, Internet and mobile/wireless (and the NCAA and its designees shall not be required to pay any fees or other compensation to the venue, the LOC or any other parties with respect to the Content). The NCAA and its designee shall have the sole right and authority to designate usage of all radio and Internet broadcast, television and other media broadcast space and press locations and work areas. Except to the extent otherwise expressly agreed in writing by the NCAA, the venues and the LOC shall have no license or other rights in or to any Content, and to the extent any Content rights vest in the venue or LOC (e.g., via operation of law), the venue and LOC agree to assign all such rights throughout the world to the NCAA in perpetuity.

14. Public Performance License. The venue shall secure and maintain in place at its cost all music public performance licenses, permits and/or ordinance exemptions necessary to cover all music performed or otherwise played at the venue.

15. Weapons/Firearms. The venue and LOC shall ensure that subject to applicable law, the NCAA shall be permitted to prohibit the possession of firearms, guns or weapons of any kind and remove anyone from the venue who fails to comply with such prohibition. NCAA and its designees will be permitted to post signage and other written communications, and make related verbal communications, at each entry or exit point of the venue for the purpose of informing patrons and other individuals that firearms are not permitted in the venue.

16. Insurance. All venues holding any ancillary event must provide the appropriate insurance according to the Insurance Description. (Refer to Section 4.A, Insurance Description.)

SECTION 2.K.3 – WOMEN’S BASKETBALL COACHES ASSOCIATION (WBCA) CONVENTION

In addition to the defined lodging and transportation requirements, the LOC shall provide assistance to the Women’s Basketball Coaches Association (WBCA). The WBCA may hold its annual convention in conjunction with the Women’s Final Four. The Bid shall recommend an appropriate site for the WBCA convention based on the minimum specifications outlines below. The following outlines the assistance required from the LOC and/or convention and visitor’s bureau in relation to the WBCA’s annual convention.

- 1. Lodging Assistance.** The WBCA hotel agreement, including complete details, must be requested by Bid Preparers directly from the WBCA, please see contact information below. The Bid Committee can work directly with the WBCA on all terms of the agreement.
 - a. **Potential WBCA Headquarter Hotel.** Hotel shall be a full-service hotel with a minimum of 800 rooms – to include a minimum of four two-bedroom suites (one of which is considered a Presidential style suite), 60 percent double-doubles and 40 percent kings.
 - b. **Headquarter Hotel Meeting Space.** The WBCA should have all space on hold at the WBCA headquarters hotel starting the Monday preceding the national semifinals through the Monday after the national championship game. As of 2022, sponsor space requirements include: one room that is a minimum of 2,500 square feet for hospitality and one room that is a minimum of 1,000 square feet for storage; rooms must be on the same floor with move-in the Friday preceding the national semifinals. The hospitality and storage space should be able to be secured and individually keyed, with no back of house access. Meeting space assigned to the WBCA or its designees should not incur room rental fees, set-up fees, food and beverage minimums, etc.
 - c. **Ancillary Services.** Any and all ancillary services (audio visual, catering, security, internet, power, etc.) shall be provided at a discount of 20% off published rates.
 - d. **Overflow Properties.** The LOC shall assist the WBCA in securing overflow hotel properties for the WBCA hotel block. In addition to guest rooms at the WBCA headquarter hotel, the WBCA will require and additional 400 guest rooms. All within walking distance of the WBCA headquarter hotel.
 - e. **Contractual Issues.** Once hotel agreements are executed by the hotel and countersigned by the WBCA, the WBCA reserves the right to cancel or reduce an unlimited number of rooms, without penalty, based on the first contracted check in date. The LOC shall assist the WBCA with any hotel contractual issues.
- 2. Site Visits.** The LOC shall assist the WBCA with scheduling and conducting site visits in advance of the WBCA Convention and Women’s Final Four.
- 3. Hospitality Functions/Welcome Party.** The LOC shall assist the WBCA with identifying and securing venues for designated hospitality functions. This includes a venue outside the hotel and convention

center space for the WBCA Welcome Party. Any rental fees for the venue selected for the WBCA Welcome Party shall be complimentary and have the ability to accommodate a minimum of 2,000 attendees. The LOC shall provide a custom refreshment for attendees at the WBCA Welcome Party at the expense of the LOC.

4. **Mementos.** The LOC must provide mementos, at its expense, to a select group of individuals designated by the WBCA at no cost to the WBCA (e.g. in-room delivery)

5. **WBCA Convention/Trade Show.**

- a. **Convention Center Space.** The LOC shall assist the WBCA in securing facilities for its trade show and additional convention activities. The WBCA convention/trade show requires approximately 80,000 square feet of column-free exhibit space with a ceiling clearance of at least 18 feet. The exhibit hall must accommodate a minimum of 150 exhibit booths (10-feet x 10-feet), a full regulation basketball court (120-feet x 84-feet), bleachers and registration area.

Additionally, the WBCA convention/trade show will require a minimum of 20 complimentary meeting rooms beginning the Wednesday prior to the national semifinal games through the national championship game day. These rooms should accommodate five concurrent sessions, three for at least 800 individuals (classroom) and two for at least 500 individuals (theatre). The remaining 15 rooms shall be used for concurrent meetings, accommodating 100-350 individuals. Exhibit hall and meeting space shall be complimentary and held on a 24-hour basis.

- b. **Exhibit hall.** The hall must be available and held on a 24-hour basis beginning the Wednesday prior to the national semifinal games through the national championship game day.
- c. **Show Office.** The LOC shall assist the WBCA in securing one complimentary show office, beginning at 6 a.m. the Wednesday prior to the national semifinal games through noon on the day following the national championship game.
- d. **Ballroom Space.** Banquet space is required at the convention center and/or WBCA headquarter hotel. This ballroom must accommodate approximately 1,000 individuals (seated banquet-style) and should be complimentary.
- e. **Storage Space.** The LOC shall assist the WBCA in securing two complimentary storage rooms (approximately 800 square feet each) beginning at 8 a.m. the Monday prior to the national semifinal games through noon on the day following the national championship game.
- f. **Move-In/Move-Out.** Move-in for the exhibit hall shall begin at 6 a.m. the Wednesday prior to the national semifinal games. Move-out shall begin at 7 p.m. on the day of the championship game and continue through noon the next day.
- g. **Parking.** Parking for up to ten WBCA vehicles to be provided complimentary.
- h. **Ancillary Services.** Any and all ancillary services (audio visual, catering, security, internet, power, etc.) shall be provided at a discount of 20% off published rates.

6. **Volunteers.** The WBCA will require approximately 70-75 volunteers for its national convention. The LOC will be responsible for assigning two liaisons to the WBCA. These individuals will be responsible for the coordination and on-site management of the WBCA volunteers, including check-in at the beginning of each shift and replacements for absent volunteers.
7. **Marketing.** The LOC shall provide promotional assistance, including social media, videos, photography, on-the-ground sales, in order to encourage coaches at every level within the region of the Women's Final Four to attend the WBCA national convention, purchase tickets within the WBCA block and attend ancillary events.
8. **Look/Décor.** The WBCA shall design WBCA convention graphic(s) and related "look and décor" elements. If permitted by the NCAA, the LOC shall produce signage and décor elements with the WBCA logo inside the airport and in city-wide décor around the WBCA headquarter(s) hotel to include pole banners and hotel front doors/windows. The LOC shall be responsible for all expenses related to the permitting, printing, installation and removal, labor, etc. of this specific signage/décor. All uses of the WBCA's name or registered marks are prohibited without the approval of the WBCA. This includes any items/collateral created by the LOC.
9. **Approval Process.** All requests for additional assistance from the WBCA must be approved in advance by the NCAA staff.

All WBCA related questions can be directed to Mary Ellen Gillespie, WBCA Deputy Director, MEG@wbca.org 770-279-8027.

SECTION 2.K.4 – MISCELLANEOUS EVENT VENUES

Additional Ancillary Events and Venues. The NCAA stages a variety of additional Women’s Final Four-related events traditionally held throughout the Women’s Final Four week, requiring the provision or reservation of additional ancillary event facilities.

1. **Convention Center Space.** During the Women’s Final Four period, at no expense to the NCAA, the Bid Committee shall reserve all space, including meeting space, in its convention center (Fan Fest/WBCA venue) not allocated to other NCAA events for the NCAA’s exclusive use.
2. **Event Space Hold.** The Bid Committee shall reserve additional venues (e.g. outdoor parks, concert sites and other facilities) during the Women’s Final Four period, at no expense to the NCAA, that can accommodate major public events in the host community that are within 5 miles of the competition venue, convention center and/or one-half mile of the headquarters hotel shall be reserved for potential NCAA or partner hospitality events during the week up to and of the Women’s Final Four. Preference will be given to cities which coordinate a “courtesy hold” prior to the space being released to a non-NCAA entity.
3. **Notification of Public Events.** The NCAA shall be consulted regarding (and have a right to approve) any potential events to be held during the Women’s Final Four period at listed sites or at public areas operated by a governmental entity upon which tenting shall be placed and any event on private property within the “special event zone” that requires governmental permitting.
4. **General Provisions.** The additional ancillary event venues shall be managed in a similar manner to the aforementioned ancillary event venues (i.e. Tourney Town venue). Specific agreements and event expectations will be determined on a case-by-case basis.
 - a. **Promotions & Use of Venue Name.** The LOC shall ensure that the NCAA and its designees, at no cost to them, will be entitled to use the name, likeness and logos of all venues utilized by the NCAA in connection with its events (e.g., in promotional/press materials, fan guides and other informational materials, TV & online, sponsor/advertising materials, etc.). The LOC and each venue shall work in cooperation with the NCAA and/or its designees to generate interest and promote each NCAA event in the local community.
 - b. **Personnel of the NCAA and its Designees.** To the extent the NCAA and/or its designee are not satisfied with the staffing and contractors in place at a given event venue, the NCAA and its appointed event manager and other designees (at their option) require the ability to bring in staff, crew and supervisors, and to directly select, contract and/or manage all required event vendors (e.g., security companies, decorators, caterers, local trade laborers, power vendors, AV gear/vendors, etc.), without regard to any pre-existing agreement or exclusive arrangements any venue may have.
 - c. **Broadcast Rights.** The NCAA shall have the exclusive rights to produce, capture, reproduce, display, broadcast and otherwise use and distribute all images, photographs, data, footage, information and other content from the games and all other NCAA-related events (Content), at its expense, on all existing and future media outlets and platforms, including, but not limited to

television, radio, Internet and mobile/wireless (and the NCAA and its designees shall not be required to pay any fees or other compensation to the venue, the LOC or any other parties with respect to the Content). With respect to all its events and all event venues, the NCAA shall have the sole right and authority to designate usage of all radio and Internet broadcast, television and other media broadcast and floor-space press locations, tables and work areas. Except to the extent otherwise expressly agreed in writing by the NCAA, all venues and the LOC shall have no license or other rights in or to any Content, and to the extent any Content rights vest in the venue or LOC (e.g., via operation of law), the venue and LOC agree to assign all such rights throughout the world to the NCAA in perpetuity.

SECTION 2.L – ADDITIONAL CONSIDERATIONS

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

Championship Format. After exploring the combined championship concept, the Division I Men's and Women's Basketball committees jointly announced they will continue hosting separate Men's and Women's Final Fours through 2031 ([LINK to News Release, February 18, 2022](#)). However, the committees will continue to consider other potential modifications to the championship, including exploration of the concept of hosting the Final Fours on separate weekends. The committees are committed to further enhancing the championships, while honoring elements that make them special and unique.

Joint Division I, II and III Women's Basketball Championships. The items listed below would be necessary above and beyond the minimum requirements for hosting a Women's Final Four as outlined in the bid specifications.

- 1. Competition Venue.** The Women's Final Four competition venue will be utilized for the Division II and Division III national championship games.
 - a. One fully-staffed event day;
 - b. Additional complimentary suites available for NCAA use to host Division II and Division III teams and committees during the Women's Final Four games (Division I);
 - c. Loading dock capacity or availability of nearby surface lots to accommodate additional team buses (four total) and media parking;
 - d. Camera platforms must be large enough to allow side by side coverage by multiple broadcast entities using same camera positions;
 - e. Ability to accommodate up to three broadcast partners needs throughout the weekend (e.g. catering, parking, power, technical needs, etc.);
 - f. Accommodating quick cleaning and changeover of locker rooms between teams; and
 - g. Accommodating changeover of team-specific décor in locker rooms between game days.
- 2. Host Institution/Conference.** A Division II and Division III member institutions and/or member conferences of the NCAA must be designated as host(s) for the Division II and Division III National Championships. A representative(s) of the host institutions/conferences must be active participants in the planning and execution of the event. Table crew and staffing will be needed for the additional game day(s).

- 3. Financial Administration.** Hosting a joint championship would require additional funding by the LOC to include, but not limited to, the following:
- a. Facility rental/expenses and full staffing for event day provided at no cost to the NCAA;
 - b. Parking for media and operations staff;
 - c. Hospitality events will include all teams (e.g. Team Welcomes, etc.);
 - d. Police escorts will be provided for all teams;
 - e. Team hosts will be provided for all teams; and
 - f. Marketing and ticket sales initiatives must include the Division II and Division III national championship games.
- 4. Lodging.** One additional full-service hotel would be required to accommodate two Division II and two Division III teams. The minimum total room block at the hotel is 80 rooms total which is comprised of 16 double-double rooms, 2 king rooms and 1 two-bedroom luxury suite for each of the four teams.

SECTION 3 – SITE SELECTION PROCESS AND TIMELINES

SECTION 3.A – BID PROCESS

Bid Process Phases

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

Bid Specifications Available

On **February 21, 2022**, NCAA Women's Final Four bid specifications will be posted on the NCAA Championships Site Selection website (www.ncaa.org/bids).

Step 1 – Declaration of Intent to Bid

The completed Declaration of Intent to Bid Form is due by **5 p.m. ET, Friday, March 11, 2022**. **Prior to submitting the Declaration of Intent to Bid, each prospective city must determine which Division I institution(s) and/or conference will serve as host/co-hosts of the Women's Final Four.**

Once an intent to bid is received, the bid city will be provided with access to Smartsheet to streamline communication and create a centralized hub of information for all Bid Committees.

Step 2 – Attend Women's Final Four.

Interested cities will be expected to attend the 2022 Women's Final Four in Minneapolis, Minnesota (**April 1 and 3, 2022**) and will receive access to purchase tickets through NCAA and secure hotel rooms through the fan housing program. Additional details to follow, once the intent to bid is received.

Step 3 – Critical Items

Completed critical items will be due by **5 p.m. ET Friday, April 15, 2022**. Critical items will include the confirmation of adherence to bid specs, draft budget and funding sources, competition venue agreement tracking, initial hotel inventory and bid questionnaire (Phase I). Editable templates for all items will be made available.

Step 4 – Individual Progress and Planning Videoconferences

Late April/early May, the NCAA Staff will schedule individual virtual meetings with each prospective bid city. The purpose of this meeting is to discuss and provide feedback related to the critical item documents. Additional details will follow.

Step 5 – Finalists Announced

NCAA Division I Women's Basketball Committee and NCAA staff will review materials and announce finalists in **by mid-May, 2022**.

Step 6 – Final Bid Submission

Completed bid proposals will be **due by 5 p.m. ET, Friday, June 24, 2022**. All documents will be submitted electronically. Additional information and instructions regarding the submittal process will be provided, including a checklist and all required documents.

Step 7 – Comment Period

During the months of **July and August 2022**, the Committee and Staff will review and analyze completed bid information. During this time, the NCAA staff, working in conjunction with the Bid Committee, will research and provide additional information/clarification to the committee, as requested.

Step 8 – Site Visits

During **August and September 2022**, representatives of the committee and NCAA staff will conduct site visits to review the competition venue, convention center, ancillary event venues, hotels and airport(s).

Step 9 – In-Person Presentations

In **November 2022**, representatives for each finalist city will be invited to make in-person presentations to the Committee. The committee will then select Women’s Final Four sites, subject to the approval of the NCAA Division I Women’s Basketball Oversight Committee.

Step 10 – 2027 through 2031 Women’s Final Four Cities Announcement

In **November 2022**, each bid city will be notified directly by the NCAA staff regarding site selection announcements.

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

SECTION 3.A.1 – MEDIA GUIDELINES

Given the significance of the Women’s Final Four, there can be tremendous interest in the process of identifying and selecting future host cities from fans and media organizations. To assist potential host cities with managing the interest of and requests from media about the process, the NCAA will provide general speaking points to bid preparers. Potential host cities are encouraged to develop their own speaking points as well, in coordination with the NCAA, and should be prepared to address questions that may originate from media of other bid cities. The NCAA will provide a designated spokesperson for additional comment.

The NCAA is available to assist potential host cities with their communications needs throughout this process, and it will choose to participate in media interviews about the process as determined by NCAA championships and communications staffs.

As part of the public communications process, the NCAA expects to provide updates to media and fans about the Women’s Final Four bid process after the deadline to apply, during finalist site visits and finally when cities are awarded.

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

SECTION 3.A.2 – BID PROCESS INQUIRIES

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

Lynne Andrew of the NCAA staff has been designated to receive, coordinate and facilitate the response to any and all questions, requests for clarification or additional information pertaining to these materials:

Lynne Andrew
Associate Director of Women's Basketball
Office: 317-917-6666
Cell: 317-965-6591
Email: landrew@ncaa.org

All questions should be submitted to Lynne through the designated bid preparer. Additionally, any/all responses and/or clarifications will be provided directly to the bid preparer with the understanding that he/she will disseminate locally.

Answers may be immediately provided if the questions are administrative in nature, are easily found in the specifications and the answers do not give a competitive advantage to bid city posing the question.

Questions or requests which pertain to process or a clarification of the materials in any way which are deemed beneficial to all bid cities will be provided. Time-sensitive clarifications may be distributed through Smartsheet at any point if deemed appropriate given the nature of the clarification or the benefit it would provide to all cities preparing a bid.

Questions or requests which pertain to a city- or venue-specific matter will be provided, to the extent possible, only to the bid preparer making the request. To the extent the general concept of the answer is deemed appropriate for all bid cities to have, it will be provided accordingly.

SECTION 3.B – STEP 1 – DECLARATION OF INTENT TO BID

Date: _____

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

	YES	NO
Friday and Sunday, April 2 and 4, 2027	<input type="checkbox"/>	<input type="checkbox"/>
Friday and Sunday, March 31 and April 2, 2028	<input type="checkbox"/>	<input type="checkbox"/>
Friday and Sunday, March 30 and April 1, 2029*	<input type="checkbox"/>	<input type="checkbox"/>
Friday and Sunday, April 5 and 7, 2030	<input type="checkbox"/>	<input type="checkbox"/>
Friday and Sunday, April 4 and 6, 2031	<input type="checkbox"/>	<input type="checkbox"/>

**April 1, 2029 is Easter Sunday.*

Competition Venue Name: _____

Competition Venue Capacity**:

****** *The competition venue must have a minimum seating capacity of 17,000, including suite seats.*

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

Host: _____

Host: _____

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

(Continued)

Name of Bid Preparer:

Title: _____ Office: () _____

Company: _____ Cell: () _____

Address: _____

Street Address *Suite #*

E-Mail: _____

Signature: _____

Please email completed form to Lynne Andrew, landrew@ncaa.org, no later than 5 p.m. ET, Friday, March 11, 2022.

SECTION 3.D – STEP 2 – CRITICAL ITEMS

In preparation for the progress and planning meetings with individual prospective bid cities, the following is a list of critical items due by **5 p.m. ET Friday, April 15**. All items listed below will be made available to cities who have submitted an intent to bid by March 11.

- 1. Confirmation of Adherence to Bid Specifications.** A bid city must confirm they will adhere to the minimums as detailed in the bid specifications. In rare instances where adherence is not possible, please (1) suggest alternate language and (2) reference the page section and paragraph number.
- 2. Initial Budget.** Please complete the budget template detailing the proposed fundraising and expense budget for your city. This budget and all values should be presented in 2022-dollar figures. This budget also represents the NCAA's current requirements and are subject to change. The reference budget amount provided is an estimate based on the evolution of the event and may not include every LOC cost. LOC's should evaluate the budget and add expenses they feel are warranted. When inputting amounts, bid preparers should also include the source of funding for the respective line items. Total projected expenses and total funding should match in every budget section.

Labor rates, venue infrastructure and available in-house inventory of equipment vary greatly between cities. Additionally, the reference rates for labor are for standard labor and do not include any additional union labor charges. The LOC should provide a reasonable contingency in addition to the line items to account for diminished revenues and/or unforeseen expenses.

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

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

SECTION 4 – REFERENCE MATERIALS

SECTION 4.A – INSURANCE DESCRIPTION

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

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

2. Competition Venue must provide:

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

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

3. Venues for ancillary events must provide:

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

4. Hotels shall maintain the following:

- a. Occurrence basis commercial general liability insurance (including broad form contractual coverage) with minimum limits of Two Million Dollars (\$2,000,000.00) combined single limit per occurrence, protecting Hotel, the NCAA from claims from bodily injury (including death),

personal injury and property damage which may arise from or in connection with Hotel, the performance of any services pursuant to or in relation to this Agreement or from or out of any act or omission of Hotel, its affiliates, or the officers, directors, agents or employees or assigns of either and naming the NCAA, and their related, affiliated and subsidiary companies and their employees, officers, directors and agents as additional insureds;

- b. Workers' Compensation Insurance as required by applicable law and Employer's Liability Insurance with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence; and

Notes:

1. All agreements, whether with the institution, conference, an LOC or the venue should include mutual indemnification language.
2. Certificate must be submitted to NCAA within six months prior to the Women's Final Four.
3. Waivers for state institutions can be offered but will not be offered in cases where the host institution is not responsible for championship operation.
4. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.
5. All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better and shall provide that the coverage thereunder may not be reduced or cancelled unless thirty (30) days prior written notice thereof is furnished to NCAA. All liability insurance policies must contain cross liability coverage or its equivalent (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No policy shall contain a self-insured retention without prior written approval of the NCAA. No policy shall contain a deductible in excess of \$25,000 and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA.

Prior to execution of the agreement, host institution/conference, LOC or venue shall furnish NCAA with certificates of insurance evidencing compliance with all insurance provisions noted above. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by host institution/conference, LOC or venue. Any actions, errors or omissions that may invalidate coverage for host institution/conference, LOC or venue shall not invalidate or prohibit coverage available to the NCAA. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

SECTION 4.B – MERCHANDISING POLICIES

Merchandise Concessions:

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

The host/venue or sponsoring agency right to receive such commission fee will be contingent upon it entering into an agreement with the NCAA's official event merchandiser.

4. If the NCAA event merchandiser does not exercise its right to operate merchandise sales as set forth above, the host/venue or sponsor agent (by and through its designated concessions vendor, if any) shall be responsible for operating the sale of merchandise at the NCAA championship and applicable ancillary events identified by the NCAA, and will maintain complete retail vending accountability (including full responsibility for inventory). In such event, the host/venue or sponsoring agency (or its designated concessions vendor) will provide the following services in in return for a commission fee of not more than 20 percent of the revenues derived from the sale of official NCAA merchandise, defined as gross revenues less applicable taxes and credit card fees:

- a. Merchandise Receiving. Receive and count in all inventory upon arrival of merchandise from event merchandiser, as well as receiving all reorders required to meet customers demand. Reorders could arrive any day of the week and could be as early as 8 a.m. on Saturday or Sunday prior to the event.
- b. Merchandise Security. Locked and supervised storage adequate to accommodate all championship merchandise.
- c. Inventory Reconciliation. Immediate notification (within 24 hours of receipt) to the NCAA event merchandiser of any discrepancies in initial inventory counts, with failure to provide such notification constituting the host/venue's (or designated concessions vendor's) acceptance of the initial inventory as provided by the NCAA event merchandiser.
- d. Custody and Control of Merchandise. Total management, control, and accountability of the merchandise, with full responsibility for any goods that are lost, stolen, or damaged after delivery.
- e. Vending Plans. Development and delivery of the vending plans (including sales locations, vendor policies, display plans, and staffing levels) for the sale of merchandise at the venue during the event, delivered to the NCAA and its official event merchandiser in reasonable advance of the event for review, comment, and approval.
- f. Vending Locations. A reasonable and appropriate number of selling locations (and vendor personnel) throughout the venue in high-traffic and easily accessible areas to meet the consumer demand at the event, with all such locations well displayed and fully stocked prior to the public's access to the
- g. Signage. Correctly hanging and maintaining display and signage materials provided by the NCAA or its official event merchandiser.
- h. Restocking. Restocking back-up inventory in a fast, efficient, and orderly manner.
- i. Inventory and Display Management. Transferring merchandise as necessary among selling locations to ensure adequate inventory levels of merchandise necessary to meet the demands of the consumers.
- j. Reorders. Calling the NCAA's official event merchandiser to request re-orders, as necessary.
- k. Display Standards. Strict adherence to the merchandising and display standards set forth below, subject in all cases to the review, approval, and change by the NCAA's official event merchandiser:
 - Merchandise shall be displayed and available for sale:
 - o At all times during the event;
 - o With correct prices clearly marked;
 - o Folded at all times (with dedicated staff to ensure merchandise is folded and re-folded as necessary during the event);
 - o Located on skirted tables for display and checkout; and
 - o Available for viewing on display boards and grids (note: peg board will not be an acceptable form of display board)
 - Personnel will be neatly dressed, customer-oriented, polite, and professional.
 - Display locations shall be kept and maintained in a clean, neat, and orderly manner at all times.
- l. Electricity and Internet Connectivity. Electricity and internet network connectivity, either hard internet lines or dedicated Wi-Fi network connection.

- m. Inventory Accounting. A complete inventory accounting of all merchandise sold with a final inventory count and merchandising report supplied to the NCAA's event merchandiser no later than 24 hours after the conclusion of the event.
- n. Sales Report. Total gross sales revenues and a final copy of the inventory report must be sent to the NCAA's event merchandiser within five business days after the conclusion of the event.
- o. Merchandise Return. Within two days after the conclusion of the event, return unsold merchandise to the NCAA event merchandiser, or forwarded to another location or round of the event, as directed by the NCAA merchandiser.

The host/venue or sponsoring agency will remit revenues derived from the sale of official NCAA merchandise (gross revenues less applicable taxes, credit card fees, and earned commission) to the NCAA (or its designated event merchandiser) within 7 days after the conclusion of the event, together with a statement of accounting setting forth in reasonable detail the gross revenues, applicable taxes, credit card fees, and commissions payable.

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

remit to the NCAA an amount of 15 percent of net revenue derived from the sale of non-NCAA merchandise at the event (again defined as gross revenues less applicable taxes and credit card fees). The quantity of NCAA merchandise available for sale shall not be less than a comparable shipment to a comparable site of the previous year's championship [NCAA Bylaw 31.6.2-(a)].

Souvenir Game Programs:

1. The NCAA or its designee has the exclusive right to market, sell and distribute souvenir championship programs at or in areas adjacent to the competition, practice and/or ancillary event venue(s). The programs may come in the form of a digital program accessed online (or via mobile) or printed. The NCAA shall provide the host/venue or sponsoring agency reasonable advance notice of the format the souvenir championship program to be produced.
2. If the NCAA elects to produce a printed program, the NCAA or its designee reserves the right to vend the programs at the event sites (including practice and ancillary event sites). If the NCAA or its designee does not exercise its right to vend print programs at the competition, practice or ancillary event venue(s), the host/venue or sponsor agent (by and through its designated concessions vendor, if any) shall be responsible for operating the sale of programs at the NCAA championship and applicable ancillary events identified by the NCAA, and will maintain complete program vending accountability. In such event, the host/venue or sponsoring agency (or its designated program vendor) will provide the following services in in return for a commission fee of not more than 20 percent of the revenues derived from the sale of official NCAA merchandise, defined as gross revenues less applicable taxes and credit card fees:
 - a. Program Receiving. Receive and count in all print programs upon arrival from the NCAA (or its designee), as well as receiving all program reorders required to meet customers' demand.
 - b. Program Security. Locked and supervised storage adequate to accommodate all programs.
 - c. Program Reconciliation. Immediate notification (within 24 hours of receipt) to the NCAA (or its designee) of any discrepancies in initial program inventory counts, with failure to provide such notification constituting the host/venue's (or designated program vendor's) acceptance of the initial inventory delivered.
 - d. Custody and Control of Programs. Total management, control, and accountability of programs, with full responsibility for any programs that are lost, stolen, or damaged after delivery.
 - e. Vending Plans. Development and delivery of the vending plans (including sales locations, vendor policies, and staffing levels) for the sale of programs at the venue, delivered to the NCAA (and its designee) in reasonable advance of the event for review, comment, and approval.
 - f. Vending Locations. A reasonable and appropriate number of selling locations and personnel throughout the venue in high-traffic and easily accessible areas to meet the consumer demand at the event, with all such locations well displayed and fully stocked prior to the public's access to the
 - g. Signage. Correctly presenting and maintaining signage to market and promote the sale of programs, which may be provided by the NCAA (or its designee).

- h. Reorders. Calling the NCAA (or its designee) to request program re-orders, as necessary.
 - i. Inventory Accounting. A complete inventory accounting of all programs sold with a final inventory count and program report supplied to the NCAA (or its designee) no later than 24 hours after the conclusion of the event.
 - j. Sales Report. Total gross sales revenues and a final copy of the inventory report must be sent to the NCAA (or its designee) within five business days after the conclusion of the event.
 - k. Program Return. Within two days after the conclusion of the event, return unsold programs to the NCAA (or its designee), or forwarded to another location or round of the event, as directed by the NCAA (or its designee).
- 3.** The host/venue or sponsoring agency will remit revenues derived from the sale of NCAA programs (gross revenues less applicable taxes, credit card fees, and earned commission) to the NCAA (or its designee) within 7 days after the conclusion of the event, together with a statement of accounting setting forth in reasonable detail the gross revenues, applicable taxes, credit card fees, and commissions payable.
- 4.** Upon the NCAA's prior approval, if the NCAA elects to produce a digital (non-print) program, the host/venue or sponsoring agency shall have the right to produce heat sheets, bout sheets, and/or rosters for distribution at its own expense.

SECTION 4.C – DIVERSITY AND INCLUSION POLICY

Non-Discrimination Policy. At its April 2016 meeting, the NCAA Board of Governors took steps to protect participants and spectators from discrimination at NCAA events. The non-discrimination policy was updated in 2020 to make changes to the questionnaire that hosts are required to submit.

The board requires those hosting or bidding on NCAA events in all divisions to demonstrate how hosts will provide an environment that is safe, healthy and free of discrimination. The Association prohibits championship events in states where the Confederate battle flag has a prominent presence and prohibits NCAA members from hosting championship events if their school nicknames use Native American imagery that is considered abusive and offensive.

The NCAA is committed to operating championships and events that promote fairness, respect and an inclusive atmosphere in which student-athletes participate, coaches and administrators lead, and fans engage. As a core value, the NCAA believes in and is committed to diversity, inclusion and gender equity among its student-athletes, coaches and administrators.

The LOC will be asked to provide a statement, as a part of its bid, certifying its ability to deliver and maintain an environment that is safe, healthy, and free of discrimination and respects the dignity of all persons. In addition to completing the questionnaire, they will also be required to submit information about various state laws and local regulations and how they apply to the event. It is recommended that the LOC engage their legal counsel when completing the questionnaire.

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

The NCAA will provide or enable programming and education, which sustains foundations of a diverse and inclusive culture across dimensions of diversity including, but not limited to age, race, sex, class, creed, educational background, religion, gender identity, disability, gender expression, geographical location, income, marital status, parental status, sexual orientation and work experiences. Programming and education also will strive to support equitable laws and practices, increase opportunities for individuals from historically underrepresented groups to participate in intercollegiate athletics at all levels, and enhance hiring practices for all athletics personnel to facilitate more inclusive leadership in intercollegiate athletics.