

# ***NCAA<sup>®</sup> SITE SELECTION PROCESS***



# **NCAA® SITE SELECTION PROCESS**



2028, 2029, and 2030 NCAA DIVISION II FOOTBALL CHAMPIONSHIP  
SPORT-SPECIFIC INFORMATION

# NCAA SITE SELECTION PROCESS



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### DISCLAIMER:

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

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## SECTION I: INTRODUCTION

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

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

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sport or sport oversight committee and the appropriate NCAA governing body. All activities and events associated with the championship are to be approved by the respective sport or sport oversight committee.

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## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
First Round (16):	Saturday of the 13 <sup>th</sup> week after the first permissible date of competition
Second Round (8):	Saturday of the 14 <sup>th</sup> week after the first permissible date of competition
Quarterfinals (4):	Saturday of the 15 <sup>th</sup> week after the first permissible date of competition
Semifinals (2):	Saturday of the 16 <sup>th</sup> week after the first permissible date of competition; however, the semifinals may be moved to the Sunday of the 15 <sup>th</sup> week after the first permissible date of competition only if there is live television and the provisions of Division II Championships Committee policy (institutional policy against competition for religious reasons and Noon start time rule) are satisfied. Such a move to Sunday competition would still require the advance approval of the Division II Football Committee
Championship Game (1):	Saturday of the 17 <sup>th</sup> week after the first permissible date of competition

The first permissible date of competition is the Thursday preceding August 30. The championship provides for a field of 32 teams. All first-round, second-round, quarterfinal and semifinal games will be played at the site of participating institutions. The semifinal winners will advance to the national championship game site.

Future championship dates:

December 16, 2028  
December 15, 2029  
December 21, 2030

Please note that the date formula is subject to change.

\*Note: Division II is in the middle of the triennial budget process. Any recommendations that impact the format (e.g., championship structure, participants) would be effective for the 2027-28 academic year. The Division II Championships Committee will review sport committee requests in February 2026. If a request is submitted that impacts the format of this championship, the bid specifications will be updated by March 1, 2026, to serve as notice to bidders on the potential change(s). Final approval by the Division II governance structure is anticipated by late October 2026. Championship managers will communicate with bidders in early November 2026 to confirm any changes to the format as part of the bid review process.



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## SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The host must agree that the facility will be in compliance with all applicable city, state or federal regulations concerning access and seating for people with disabilities.
2. The host agrees that the facility and any practice facility shall be available for the exclusive use of the NCAA starting at 9 a.m. Monday preceding the championship through Sunday after the conclusion of the championship contest for the purpose of preparing for, practicing for and conducting the competition. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championship caliber. The host institution/conference/sponsoring agency must agree that throughout the championship, the facility will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order.
3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, design and construction.
4. The competition surface shall be arranged in accordance with the respective sports rules as far in advance as possible, but in no event later than the day prior to practice. Any permanent field markings must be neutral.
5. The facility must be modern, clean and accessible and have at least 8,000 permanent seats. There must be at least 3,000 seats on the visitor's side of the field. Please also include a seating diagram and color-coded map of the stadium with designated seating sections, lockers, press box, suites (if applicable), etc. delineated.
6. The facility should be equipped with all necessary equipment (as specified by NCAA Football Playing Rules) including goal posts and field markings.
7. Two comparable practice facilities, one for each team, must be provided. Each field should be striped for game day conditions. Teams will not practice on the game field unless approved by the Division II Football Committee. A practice schedule will be developed by the NCAA Division II Football Committee in consultation with the local organizing committee (LOC).

In case of inclement weather, indoor facilities, such as a school gymnasium or indoor practice facility, must be reserved for use on Thursday and Friday for both teams.

8. The host must have a comprehensive security and evacuation plan in case of emergencies at the facility (e.g., natural disaster, lightning, bomb threats, etc.).
9. All seats in the facility shall be under the control of the NCAA for its exclusive use during the championship.

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10. At the discretion of the NCAA, practice sessions may be open to the public free of charge. Programs, merchandise and concessions may be sold.
11. The facility must furnish the following locker room accommodations:
  - a. One locker room for each team to accommodate the entire squad size (currently 58 individuals), with working showers and hot water. Restrooms, marker boards or chalk boards, locker stalls, or dressing hooks, towels and chairs or benches to accommodate the entire squad size must also be provided. Game clocks should be present in all locker rooms as well. Additional restroom facilities are needed to accommodate the remainder of the official travel party (currently an additional 22 individuals). There are currently 80 members in the official travel party.
  - b. One locker room for the officials to accommodate nine individuals, with working showers and hot water and also one room for the chain/ball personnel.
12. The host must provide the following additional space in the facility, at its expense, with all areas subject to the approval of the NCAA:
  - a. An athletic training room(s) including a taping area, must be available on site for the teams. The host/local organizing committee shall supply personnel and equipment to assist the participating teams with their sports medicine needs. An adequate number of towels for the locker room and sidelines must be provided by the host/local organizing committee.
  - b. Press box media space to accommodate a minimum of 50 working media, including all requested space in the press box for the televising network.
  - c. Media work space to accommodate up to 50 working media with appropriate lighting, heat, air conditioning and toilet facilities. In addition, monitors shall be available to carry the television broadcast and postgame interviews. The NCAA corporate champion/partner for beverages (e.g., Coca-Cola) should always be stocked with such beverages in the press box. In addition, snacks should always be available for the media.
  - d. Photographer space. To accommodate up to 30 individuals in each end zone.
  - e. Interview area for 50 with dais, podium and audio equipment. In addition, television platforms should be available in the rear of the room. A mult box shall also be provided.
  - f. One area of private office space to accommodate up to 10 people, with a telephone, for the use of the NCAA.
  - g. A statistics/media work area containing one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The facility shall be responsible for the installation, service costs and paper for this machine during the championship. This

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machine also shall include a collator and automatic stapler. The facility also shall arrange for on-site equipment operators and technicians to be available the entire game day.

- h. Two separate rooms for drug testing, each with a waiting area, toilet facilities, and a minimum of 500-square feet of space. Please note that all aspects of the Drug Testing Site Coordinators Manual must also be satisfied if testing were to take place in conjunction with the championship game.
  - i. Enclosed radio booth in the press box for each team's radio broadcast team and also for the NCAA radio broadcast team (if applicable).
  - j. Enclosed booth in the press box for each team's coaching staff.
  - k. Enclosed booth in the press box for instant replay officials and equipment; with an unobstructed view of the playing field from the sideline that is secure; minimum 10-feet wide by 6-feet deep and able to hold a minimum of three chairs.
  - l. The facility shall provide at least one main scoreboard and two fully functional play clocks that may be set to both 40 and 25 seconds. A picture of the scoreboard should be provided with your completed bid.
  - m. A video board within the venue is strongly recommended. A picture of the video board (if applicable) should also be provided with your completed bid.
13. The NCAA shall control all meeting rooms, private clubs, suites (if applicable) and restaurant space (if applicable) whose patrons have access into the stadium without passing a ticket- or credential-checking station during the term of this lease, and all such space shall be provided at no cost to the NCAA.
14. The stadium should have a full field tarp if the stadium has natural grass.
15. The host shall provide in the facility, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NCAA.
16. The host shall provide 25 complimentary parking spaces in prime locations at the facility to be used at the sole discretion of the NCAA. In addition, complimentary parking for television production vehicles, media parking, team buses and other team vehicles (four spaces per team) also must be provided.
17. The host shall be responsible for and pay the costs of the coordination and installation of interior and exterior signage.
18. The NCAA owns the exclusive rights to broadcast the game on television and radio, to record the game and broadcasts thereof and to photograph the game by means of still, videotape or other motion-picture cameras. The NCAA shall have the sole right and authority to designate usage of all broadcast, telecast and press locations,



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tables, and work areas.

19. The host agrees that the NCAA will be paid the predetermined ticket admission rate for each suite admission (if applicable), not to exceed the cost of tickets in the general seating area. The host agrees championship receipts shall include the predetermined ticket admission rate for each suite admission and that all users of the suites shall purchase tickets to access suites for attendance at the championship game. Children two years of age and under may be admitted without a ticket, provided the child sits on the lap of a person with a valid admission ticket.
20. The host agrees that the NCAA will have the complimentary use of a large suite overlooking the stadium and as close as possible to the 50-yard line to be accessed solely by representatives of the NCAA, providing for private use by the NCAA as needed for business meetings prior to and during the competition. This is provided there are viewing suites inside the stadium.
21. The host facility must agree to NCAA markings at midfield and at each end zone and other areas of the playing field as necessary.
22. The host shall provide in the facility, at its expense, the cameras and film/clip crew and also access to and costs of the provider (as mutually agreed upon with the NCAA staff and/or NCAA Division II Football Committee) to provide sideline tablet technology needs for both participating teams in the championship game. The participating teams are responsible for bringing their own tablets.
23. At no charge, the NCAA will have full access to and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes television (TV) monitors, video screens, video walls, LED fascia, and all external digital signage. 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. The NCAA shall provide and control all content displayed on the boards. The competition venue, at its expense, shall provide a full in-venue production/control room staff for all NCAA load-in and event days [e.g., game day, open practice day(s), etc.]. In addition, the host shall provide access to and use of control room equipment and staff prior to the championship for any pre-production needs. Ideal 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; and an audio playback device. Ideal minimum personnel requirements include: director and/or technical director; video playback operator; LED/ribbon board(s) operator; character generator operator; replay operator; audio operator; control room engineer; four (4) camera operators; two (2) utility staff members to assist the camera operators; and a disc jockey (DJ)/music playback operator.

## Broadcast, Media and Internet.

1. **Television Truck Parking and Technical Setup.** Adequate television facilities and space shall be available at no cost for all NCAA championship venues for broadcast partners. An area for parking the mobile unit shall be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This

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designated area should provide enough room for two TV production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install work trailers.

2. **Television Power Requirements.** The competition venue shall provide the access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Minimum power requirements are as follows:

- One Truck Event + Uplink
  - Minimum = (1) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Two Truck Event + Uplink
  - Minimum = (2) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Three Truck Event + Uplink
  - Minimum = (3) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Four Truck Event + Uplink
  - Minimum = (4) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Five Truck Event + Uplink
  - Minimum = (5) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Six Truck Event + Uplink
  - Minimum = (6) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- If the competition venue does not meet the power requirements above and a generator is required, at no cost to the NCAA or its broadcast partner, the venue shall be responsible for a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down. As a reminder, any generator(s) provided are the sole financial responsibility of the championship host and may also not be submitted for reimbursement by the NCAA.

NCAA reserves the right to request additional power as needed for enhanced productions.

3. **Lighting Requirements.** Light levels shall meet the requirements noted within the NCAA's Best Lighting Practices. Those requirements can be found by clicking on the following link: [NCAA Best Lighting Practices](#).

All potential sites that submit a bid to host a future NCAA championship event must provide a professional lighting survey. Some NCAA championship sites are awarded in advance, and the competition venue must provide a follow-up professional lighting survey to the NCAA before the event. The NCAA preferred lighting vendor may be available to conduct a lighting survey at the competition venue if needed and requested. The venue can provide at its own expense supplemental lighting to meet the NCAA lighting requirements.

Additional lighting information can be found here: <https://www.ncaa.com/flysystem/public-s3/files/2024-12/NCAA%20Summary%202024.pdf>

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4. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills." If necessary, this survey will be determined by the NCAA in conjunction with the broadcast entity and host.
5. **Announce Booth/Announce Position.** The primary broadcast partner shall have access to first choice of all available television booths or courtside table space at no charge. Appropriate seating shall be made available for broadcast announce positions. For outdoor championships, the announce position shall provide protection from the weather. Protection includes coverage from the sun, rain or snow and a climate-controlled area.
6. **Camera Locations and Platforms.** Competition venues shall be required to provide locations for all camera positions that are industry standard for a national telecast for specific sports. Any existing camera platforms sufficient for a broadcast of the event at the venue must meet Occupational Safety and Health Administration (OSHA) standards. If not, the venue is responsible for ensuring OSHA compliance at the venue's expense. The broadcast partner shall have the right to install, maintain and remove wires, cables and apparatus for the broadcast. The broadcast partner will cover or secure any exposed wires. The installation of any temporary camera platforms or lifts shall be at the broadcast partner's expense.
7. **Venue Fees.** At no cost to the NCAA, its broadcast partner shall have exclusive right to the venue property, surrounding area/facilities, or any other area designated for NCAA or its broadcast partner's 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.

The competition venue, at no cost to the NCAA or its broadcast partner, shall provide the use of the venue cleaned, lighted and heated or air conditioned in a manner acceptable to the NCAA or its broadcast, including but not limited to all existing scoreboards, video boards, LED screens, in-house cameras, video control room equipment, sound system, lighting equipment, in-house television/radio/Internet/wired and wireless network/telephone system and public address systems, camera positions and cabling. Use of all such systems shall be under the sole control of the NCAA or its broadcast partner. The competition venue must provide lighting for television broadcasts in accordance with the NCAA championship best lighting practices that are in effect at the time of competition. (See the NCAA Broadcast Services Page for current lighting specifications). The venue shall work with the broadcast partner to secure the best possible rates for production if union entities exist in the competition venue.

8. **Meal Area/Catering.** Competition venues must provide an adequate location at no charge for the broadcast partner to accommodate crew catering. Depending on the event, television crews normally number in size between 40 and 100 people. Venues shall provide adequate tables and chairs for the crew catering at no cost to the NCAA or its broadcast partner.

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9. **Audio/Video Distribution Area.** Competition venues shall provide two eight-foot tables and chairs near the broadcast mobile unit or an alternative area approved by the NCAA media coordinator accessible by the media for the audio/video distribution area. Competition venues will provide adequate power and equipment based on the NCAA projected estimate of media attending the championship. For select championships, an area in the press conference room shall be made available for an NCAA crew to shoot the press conferences and uplink them for national media. The hosts must provide this audio/visual distribution equipment unless the NCAA has hired a third party to provide.
10. **Interview Room.** If requested, the competition venue shall provide a separate dedicated space for the broadcast partner at no charge. The space shall have power for television needs. For selected rounds of championships, broadcast partners may request multiple spaces if available. Each host should designate a press interview room or area at the facility.
11. **Data and Telecommunications Services.** The competition venue is required to provide a secured high-speed data network to support the NCAA, broadcast partners, host institution/conference staff, radio-rights holders, media and other users approved by the NCAA. The competition venue must provide dedicated bandwidth to support back-of-house locations such as the print media workroom, photo workroom, press conference interview room, and any NCAA and host needs.

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

☐ YES      ☐ NO      ☐ NO with Exception

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



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## SECTION IV: EVENT HISTORY

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

Year	Host	Attendance	Ticket Prices
2017	Mid-America Intercollegiate Athletics Association (MIAA) and the Kansas City Sports Commission	2,701	Adult: \$25 Suite: \$20 Senior: \$15 Student: \$10
2018	Lone Star Conference and the McKinney Independent School District (McKinney ISD)	3,533	Adult – advance sale: \$20 Senior – advance sale: \$15 Adult – day-of-game sale: \$25 Senior – day-of-game sale: \$20
2019	Lone Star Conference and the McKinney Independent School District (McKinney ISD)	3,305	Adult – advance sale: \$20 Student – advance sale: \$15 Adult – day-of-game sale: \$25 Student – day-of-game sale: \$20 Group – advance sale: \$5 Group – day-of-game sale: \$10
2020	Lone Star Conference and the McKinney Independent School District (McKinney ISD)	Cancelled	*Note: Event was cancelled due to the COVID-19 pandemic.
2021	Lone Star Conference and the McKinney Independent School District (McKinney ISD)	2,933	Adult – advance sale: \$20 Student – advance sale: \$15 Adult – day-of-game sale: \$25 Student – day-of-game sale: \$20 Group – advance sale: \$5 Group – day-of-game sale: \$10
2022	Lone Star Conference and the McKinney Independent School District (McKinney ISD)	5,553	Adult – advance sale: \$20 Student – advance sale: \$15 Adult – day-of-game sale: \$25 Student – day-of-game sale: \$20
2023	Lone Star Conference and the McKinney Independent School District (McKinney ISD)	12,552	Adult – advance sale: \$20 Student – advance sale: \$15 Adult – day-of-game sale: \$25 Student – day-of-game sale: \$20
2024	Lone Star Conference and the McKinney Independent School District (McKinney ISD)	3,228	Adult – advance sale: \$20 Student – advance sale: \$15 Adult – day-of-game sale: \$25 Student – day-of-game sale: \$20



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2025	Lone Star Conference and the McKinney Independent School District (McKinney ISD)		
2026	Lone Star Conference and the McKinney Independent School District (McKinney ISD)		

**Media Attendance and Points of Origin.** There typically have been 40+ media in attendance at the NCAA Division II Football Championship Game; however, there has been as many as 100 media in attendance. The majority of the media come from the two participating teams in the championship game.

## SECTION V: LODGING

### General Guidelines:

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

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

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

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

Bid responses may highlight any recommended properties On Location should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. On Location will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

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

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

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

## **Specific Guidelines:**

1. **Hotel Room Block.** The following is the hotel room block required for this championship:
  - a. **Team Hotels.** Each participating team should be housed in a separate hotel property of comparable quality. Each team hotel should have 80 double/double rooms and one complimentary one-bedroom suite for use by the head coach for the duration of their stay. All hotel rooms must be non-smoking rooms. The rooms must be reserved beginning with a possible check-in on Wednesday prior to the championship game and with a possible check-out as late as Sunday following the championship game. Please note that teams are required to arrive at the championship site no later than Thursday of championship week by Noon local time.
  - b. **Headquarters Hotel.** The headquarters hotel can be housed in a separate hotel property of comparable quality to the participating team hotels, or this block can also be included in one of the two participating team hotel blocks. The headquarters hotel should have 20 rooms on the peak nights of Friday and Saturday; 18 rooms on Thursday night; 15 rooms on Wednesday night; and three rooms on Tuesday night. All standard hotel rooms must be king size, non-smoking rooms, with the ability to have two king rooms converted into a double/double room. There also should be three suites included as part of this room block. The rooms must be reserved beginning with a possible check-in on Tuesday prior to the championship game and with a possible check-out as late as Sunday following the championship game.
  - c. **Officials' Hotel.** The officials' hotel can be housed in the same property as the headquarters hotel if it is of comparable quality to the participating team hotels. This block can also be included as a separate hotel block. The officials' hotel cannot be in the same hotel as either of the two participating teams. The officials' hotel should have 12 king-size non-smoking rooms on Thursday, Friday and Saturday nights. It would be ideal if these rooms were all a king size suite; however, one suite should be provided at the respective group rate per year. The rooms must be reserved beginning with a possible check-in on Thursday prior to the championship game and with a possible check-out as late as Sunday following the championship game.
2. **Hotel Room Block Concessions – Participating Team Hotels.** Each participating team should be offered the following concessions at no additional charge to the NCAA or the participating team assigned to the given hotel property:

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- a. Complimentary hot breakfast for the duration of the event;
  - b. Complimentary wireless Internet access for all guests in their rooms, in the meeting rooms, and the lobby area for the duration of the event;
  - c. Complimentary self-parking for the duration of the event;
  - d. Complimentary bus parking for the duration of the event; and
  - e. Complimentary meeting space on a 24-hour hold for the duration of the event.
3. **Hotel Room Block Concessions – Headquarters Hotel.** The following concessions should be offered at no additional charge to the NCAA representatives and/or guests assigned to the given hotel property:
- a. Complimentary hot breakfast for the duration of the event;
  - b. Complimentary wireless Internet access for all guests in their rooms, in the meeting rooms, and the lobby area for the duration of the event;
  - c. Complimentary self-parking for the duration of the event;
  - d. Complimentary meeting space for one room to accommodate 12 people on a 24-hour hold for the duration of the event;
  - e. Complimentary use of a hospitality suite with a refrigerator for the duration of the event;
  - f. One complimentary suite; and
  - g. Two suites at the respective group rate per year.
4. **Hotel Room Block Concessions – Officials’ Hotel.** The following concessions should be offered at no additional charge to the NCAA representatives and/or guests assigned to the given hotel property:
- a. Complimentary hot breakfast for the duration of the event;
  - b. Complimentary wireless Internet access for all guests in their rooms, in the meeting rooms, and the lobby area for the duration of the event;
  - c. Complimentary self-parking for the duration of the event;

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- d. Complimentary meeting space for one room to accommodate 12 people on a 24-hour hold for the duration of the event; and
- e. One suite at the respective group rate per year.

## Hotel Room Block

	Number of Hotels	Service Level	Tues.	Wed.	Thurs	Fri.	Sat.	Sun.	Notes
Team One <sup>1</sup>			N/A	81*	81*	81*	81*	c/o	
Team Two <sup>1</sup>			N/A	81*	81*	81*	81*	c/o	
Headquarters			3	15	18	20	20	c/o	
Officials			N/A	N/A	12	12	12	c/o	
<b>Total</b>			3	177	192	194	194	c/o	

<sup>1</sup> **Room Types:** \_\_\_ Doubles, \_\_\_ Kings, \_\_\_ Suites, \_\_\_ Other (please explain)

\* One complimentary one-bedroom suite for the head football coach is also required.

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

All hotels shall be in close proximity (ideally no more than 10 minutes) from the competition venue. The team hotels must be of comparable quality and distance from the competition venue.

Please note that it would be permissible for the officials to be assigned to the same property as the NCAA headquarters hotel. Separate hotels are needed for the NCAA, officials, and participating teams unless specified otherwise by the NCAA. It may be permissible for the game officials to be assigned to the same property as the NCAA headquarters hotel. Please note that game officials and teams may not stay in the same hotel. Although it is suggested that there be four hotels, it is permissible to use fewer hotels (e.g., three), so long as each room block is maintained as follows: Teams – 81 per team; NCAA – up to 20; Officials – up to 12. All hotels shall be in close proximity from the stadium. The team hotels must be of comparable quality and distance from the stadium. A minimum of 80 double/double sleeping rooms for each team is required. One complimentary suite (for the head coach) is also required.

## Additional Notes:

1. \* Please note that the teams may not check-in until Thursday and might leave immediately following the game on Saturday. As such, the participating teams should not be held financially responsible for any rooms not used on either Wednesday or Saturday night.
2. A complimentary conference room is needed for 12 people at the headquarters hotel from Wednesday-Saturday of championship week.
3. A complimentary conference room with Wi-Fi access is also needed for 12 people at the officials' hotel on Thursday, Friday and Saturday of championship week.



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4. A complimentary one-bedroom suite must be provided at each team hotel for the head coach in addition to the 80 non-smoking, double/double rooms. In addition, three of the assigned rooms at the headquarters hotel will be suites that may be used at the NCAA's discretion. Finally, one of the assigned rooms at the officials' hotel will be a suite that may be used at the NCAA's discretion.
5. Each team hotel also must have adequate meeting space to accommodate 80 people in one room and two to three additional meeting rooms each to accommodate 30 people for the duration of the teams' stay. The meeting spaces must be within or connected to the hotel property. Each team hotel must be able to provide catering to each team for any meals the teams may want on-site. The team hotels should also provide complimentary in-room Internet for each guest room.
6. A hospitality area must be provided for each team in the assigned team hotel.
7. A hospitality area also must be provided in the headquarters hotel with a refrigerator.
8. The hotel must provide complimentary Internet access within the assigned NCAA staff and committee rooms.

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# NCAA SITE SELECTION PROCESS



## SECTION VI: NCAA/HOST RESPONSIBILITY

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### NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, per diem, and game fee for all officials. The host will direct bill the lodging for all game officials.
3. Transportation, lodging and per diem for the NCAA Division II Football Committee.
4. Awards for the participating teams.
5. Official souvenir program.
6. Credentials.
7. Laminated credential boards (30; or the minimum as needed by the championship host venue).
8. Mementos to the official traveling parties of the participating teams.
9. Volunteer apparel.
10. Funding for promotional efforts.
11. Footballs to be used for practice and game competition.
12. Instant replay personnel (if applicable).

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

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championship hospitality.
6. Food/beverage concessions.

# **NCAA SITE SELECTION PROCESS**



7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security. The development and implementation of a security plan is the responsibility of the host/LOC in consultation with the Division II Football Committee. Protection must be provided for each team's bench area and locker room, and for the officials' dressing room. Escorts shall be provided for the officials to the dressing room at halftime and immediately after the conclusion of the game. In addition, security personnel must be available to protect the working press areas and interview area, especially before and after the game, and to limit access in all restricted areas to individuals wearing appropriate credentials. It is incumbent upon the host media coordinator to emphasize the necessity to protect the working press areas from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each game. All stadium entrances and the press box must be staffed at all times.
10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.
12. Host institution/conference media coordinator.
13. Tickets.
14. All computers, printers, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championship, and as may be required by the NCAA.
15. Appropriate directional signage within and outside the venue.
16. Key personnel [e.g., public address announcer, official scorer(s), timekeeper, play clock operator, video board operators (if applicable), chain crew, ball personnel, instant replay sideline assistants (two), officials' liaison, host institution/conference media coordinator, team hosts, etc.].
17. Police escorts for both teams from the airport to their respective hotel and from the hotel to and from the stadium on game day. It would be ideal if police escorts would also be provided on a complimentary basis for the duration of championship week.
18. Adequate and experienced grounds crew personnel and equipment to handle all field preparations (e.g., placement and painting of logos, yard markers, hash marks, etc.).
19. All necessary equipment for the conduct of the championship game.
20. Inclement weather practice facilities (two locations).

## NCAA SITE SELECTION PROCESS



21. An adequate number of two-way radios to be used by the host/local organizing committee, games committee and NCAA staff during the conduct of the game must be made available upon request (minimum of five two-way radios may be requested). In addition, a telephone should be installed in the committee's suite (if applicable) in the press box.
22. Other items as later requested by the NCAA.

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# NCAA SITE SELECTION PROCESS



## SECTION VII: TRANSPORTATION

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

The host/local organizing committee will provide one courtesy vehicle to each of the participating teams to accommodate six people. The NCAA will pay for the rental of cars and parking (if necessary) for a predetermined number of NCAA representatives.

The officials shall also be provided two rental cars (sport utility vehicles) by the host/local organizing committee to share throughout the championship. The host shall assign a volunteer to serve as the officials' liaison to assist with the needs of the officials throughout the championship, beginning with their arrival and ending with their departure.

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# NCAA SITE SELECTION PROCESS



## SECTION VIII: MARKETING

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

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

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

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

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# NCAA SITE SELECTION PROCESS



## SECTION IX: TENTATIVE SCHEDULE OF EVENTS

### **Wednesday, December 13, 2028**

Arrival of NCAA committee and staff  
Security meeting  
Arrival of participating teams

### **Thursday, December 14, 2028**

Arrival of participating teams  
Team practices in the afternoon  
Championship celebration (banquet or reception)

### **Friday, December 15, 2028**

Community engagement/service event  
ESPN head shots and interviews  
Team practices/facility walk-through  
NCAA pre-championship meeting

### **Saturday, December 16, 2028**

National championship game

### **Wednesday, December 12, 2029**

Arrival of NCAA committee and staff  
Security meeting  
Arrival of participating teams

### **Thursday, December 13, 2029**

Arrival of participating teams  
Team practices in the afternoon  
Championship celebration (banquet or reception)

### **Friday, December 14, 2029**

Community engagement/service event  
ESPN head shots and interviews  
Team practices/facility walk-through  
NCAA pre-championship meeting

### **Saturday, December 15, 2029**

National championship game

### **Wednesday, December 18, 2030**

Arrival of NCAA committee and staff  
Security meeting  
Arrival of participating teams

### **Thursday, December 19, 2030**

Arrival of participating teams  
Team practices in the afternoon  
Championship celebration (banquet or reception)

### **Friday, December 20, 2030**

Community engagement/service event  
ESPN head shots and interviews  
Team practices/facility walk-through  
NCAA pre-championship meeting

### **Saturday, December 21, 2030**

National championship game

# NCAA SITE SELECTION PROCESS



## SECTION X: ANCILLARY EVENTS

The following is the sole ancillary event in conjunction with the NCAA Division II Football Championship:

**Championship Celebration Event.** Each team attends this event separately for 1.5 hours, followed by a 15-minute break between each team's time slot. This has traditionally taken place on Thursday night preceding the championship game. This reception (which also has served as the championship banquet) has taken place in recent years at a multi-purpose entertainment venue which has had a bowling alley and numerous other interactive games such as an arcade, laser tag, etc. for the travel parties of each participating team to enjoy during their allotted time. Teams also enjoy a buffet meal as part of the evening's festivities. The Elite Scholar-Athlete Award has been presented to the student-athlete with the highest cumulative grade point average participating in the championship game.

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# NCAA SITE SELECTION PROCESS



## SECTION XI: VOLUNTEER NEEDS

Approximately 150 volunteers and/or staff will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales. Volunteer needs include participating team hosts, game officials' liaison, assisting the media, assisting with bands/cheerleaders, game management/promotions and other roles as deemed necessary by the NCAA.

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# NCAA SITE SELECTION PROCESS



## SECTION XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
<b>Total Expenses</b>	<b>\$112,000</b>
Promotion	\$6,000
Tickets	\$2,000
Facility	\$37,000
Personnel	\$36,000
Entertainment	\$26,000
Equipment	\$1,000
Officiating Expenses	\$4,000