NCAA® SITE SELECTION PROCESS

2029, 2030 and 2031 NCAA DIVISION II

MEN'S AND WOMEN'S BASKETBALL CHAMPIONSHIP

SPORT SPECIFIC INFORMATION

Table of Contents

		Page No.
Section I	Introduction	4
Section II	Championship Structure	5
Section III	General Facility Requirements	6
Section IV	Event History	15
Section V	Lodging	16
Section VI	NCAA/Host Responsibility	19
Section VII	Transportation	21
Section VIII	Marketing	22
Section IX	Tentative Schedule of Events	23
Section X	Ancillary Events	25
Section XI	Volunteer Needs	26
Section XII	Budget History	27
Section XIII	Format Change	28

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

SECTION I: INTRODUCTION

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

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

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

SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (8)	SECOND WEEKEND IN MARCH MBB – SATURDAY, SUNDAY AND TUESDAY WBB – FRIDAY, SATURDAY AND MONDAY
Elite Eight	FOURTH WEEKEND IN MARCH MBB – TUESDAY, THURSDAY AND SATURDAY WBB – MONDAY, WEDNESDAY AND FRIDAY Note: Elite Eight will always occur the week prior to the Division I Men's and Women's Final Four, even if the date formula conflicts due to the number of weekends in March in a given year. When there are five Saturdays in March, the Elite Eight will be a week later. Should the date formula change during the bid cycle, the NCAA will work with selected hosts to ensure the playing venue is available.

ELITE EIGHT DATES	
2029	MBB: March 20, 22 & 24 WBB: March 19, 21 & 23
2030	MBB: March 26, 28 & 30 WBB: 25, 27 & 29
2031	MBB: March 25, 27 &29 WBB: 24, 26 & 28

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

*Should the Division II Men's and/ or Women's Basketball Championship be played in conjunction with the Division I Men's and/or Women's Final Four, the Elite Eight site may host only the quarterfinals and semifinals of the Division II Men's or Women's Basketball Championship. If this were to occur, the quarterfinals and semifinals would be played on Wednesday and Friday while the other gender would play Tuesday, Thursday, and Saturday.

**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 specs 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 to confirm any changes to the format as part of the bid review process. The Division II Men's and Women's Basketball Committees has made a recommendation to change the current format to a three-weekend format (i.e. four teams per gender at the final site). Should the format change, please review Section XIII for reference.

SECTION III: GENERAL FACILITY REQUIREMENTS

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

1. Facility Use Dates.

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

Competition Dates. For men's basketball, the quarterfinals will be conducted Tuesday; the semifinals Thursday; and the national championship game, Saturday. For women's basketball, the quarterfinals will be conducted Monday; the semifinals Wednesday; and the national championship game, Friday.

Practice Dates. Due to the joint championship, there will practices and/or shootarounds each day, Sunday through Saturday.

2. NCAA Space Requirements.

The facility shall propose its plan for space assignments to the NCAA for approval at an early date. Such space shall be used for the NCAA tournament session before the championship. All space shall be available no later than noon Saturday preceding the games. The facility shall provide a detailed diagram of the space listed herein to the NCAA.

Office Space. The NCAA shall designate office space for the use of the 20 basketball committee members and NCAA staff beginning Saturday preceding the games, through Saturday after the games.

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

doctor to be available on practice and game days.

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

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

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

Timing clock. It is suggested that a game clock is provided in each team locker room and the officials' locker room.

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

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

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

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

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

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

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

Media Credentials Distribution. A secured area (to accommodate, at a minimum, a table, security officer

and media workers) shall be established adjacent to the media entrance.

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

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

3. Interview Room/Media Work Areas.

The interview room must accommodate a minimum of 40 people, seated theater style. This area shall be set no later than 3 p.m. Monday preceding the Elite Eight.

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

Courtside Media Area. The facility shall provide, at its expense, courtside media workspace as designated by the NCAA for a minimum of 60 sideline workers. The courtside media area shall be set no later than 3 p.m. on Sunday, the week of the Elite Eight.

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

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

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

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

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

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

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

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

Monitors. Eight statistical monitors on press row.

Paper. Ten (10) cases of copy paper at the arena and extra as needed.

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

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

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

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

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

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

Access to wireless network. Access to wireless must be by pass code and not for the general public. Hard-wired internet lines: (12) – arena; (10) – media work room and (2) NCAA office.

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

4. Broadcast.

a. **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 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.

b. **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
- 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.

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

c. **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 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

d. **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.

e. **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.

f. **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.

g. **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.

h. **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.

i. **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.

j. **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.

k. **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, NCAA and host.

5. Non-Permissible Items.

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

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

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

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

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

6. Official Scorer's Table.

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

7. Parking.

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

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

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

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

8. Personnel.

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

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

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

9. Playing Court.

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

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

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

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

10. Videoboards and Game Presentation.

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 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 days, open practice days, etc.). In addition, the host shall provide access to and use of control room equipment & 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, technical director, video playback operator, LED/ribbons operator, character generator operator, replay operator, audio operator, control room EIC, four (4) cameramen, two (2) utilities and a DJ/music playback operator.

In addition, the competition venue, at its expense, shall provide access to lighting equipment (gobos, spotlights, etc.), audio equipment (to include wireless microphones, IFB's, etc.), clear com/radio communications, closed captioning, etc. for NCAA use. Any new technologies or additional staffing resources that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production if possible.

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

_____YES _____NO _____NO with Exception

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

SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance and ticket price history for the years the joint championship was held.

Year	Host	Attendance	Ticket Prices
2018	Northern Sun Intercollegiate Conference and Sioux Falls Sports Authority	5,320	All-Session: $45 Single-Session (Adult): $15 Single-Session (Group): $5 Single-Session (Student/Senior): $8 Single-Session (Suite): $20
2026	Pennsylvania Western University Clarion and SportsPITTSBURGH *Only the Division II Men's Basketball quarterfinals and semifinals were held at this site.	6,955	Men All Session - Adult: $40 Men All Session - Student: $25 Women All Session - Adult: $50 Women All Session - Student: $30 Men & Women All Session - Adult: $80 Men & Women All Session - Student: $45 Men & Women Single Session - Adult: $15 Men & Women Single Session - Student: $10

Media Attendance:
Typical media attendance at the event consists of local media outlets, and those from the eight competing institutions.

SECTION V: LODGING

General Guidelines:

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

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

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

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

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

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

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

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

	Number of Hotels	Service Level	Room Type	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Teams	4 max	Full service preferred but not required	Double/ Double	136	272	272	204	136	102	68	51	1,241
			Suites	8	16	16	12	8	6	4	3	73
Headquarters and Officials	1 minimum	Full service preferred but not required	Kings	18	44	56	52	48	44	40	36	338
			Suites	4	4	4	4	4	4	4	4	32
Total				166	336	348	272	196	156	116	94	1,684

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

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

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

Hotel Room Needs.

Basketball Committee/NCAA Staff Accommodations. The NCAA staff, men's and women's basketball committee will arrive Saturday. A list of individuals who will stay at the headquarters hotel will be forwarded on or about the Monday before the quarterfinals. Checkout will be the following Saturday or Sunday.

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

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

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

Early Departure. The host shall familiarize the properties with the tournament format so the management understands

in advance that a losing team customarily departs the area after its last game or the next morning.

Officials Accommodations. 26 rooms **(which must be at a separate hotel from the student-athletes)** for the officials. All hotel expenses (single room and tax, but not incidentals) for officials required to stay overnight at the championship site shall be paid by the host institution and later reimbursed by the NCAA.

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

Reservations. The team rooms should be reserved beginning Saturday prior to quarterfinals. It is possible that teams could arrive as early as Friday.

Room Blocks. Every effort should be made to keep a team's room block together and on the same floor, separating each teams room block from other teams as possible.

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

Welcome Banners.

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

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

_____YES _____NO _____NO with Exception

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES THE FOLLOWING:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for the 26 officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA Division II Men's & Women's Basketball Committees.
4. Awards.
5. Promotional assistance, including NCAA signage.
6. Basketballs and ball racks for all championship contests and practices.
7. Bottled water, BodyArmour, coolers, ice chests and cups.
8. Mementos for participants.
9. Championships programs.

HOST INSTITUTION AND/OR HOST AGENCY PROVIDES:

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

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

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_____YES _____NO _____NO with Exception

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SECTION VII: TRANSPORTATION

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

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

SECTION VIII: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guide.

2. **Budgets.** When the proposed budget is submitted, a minimum of $4,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.

3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, NCAAChampsPromotion.com, is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

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

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

4. **Radio/TV.** The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website NCAAChampsPromotion.com.

5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.

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SECTION IX: SCHEDULE OF EVENTS

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

Saturday

All-day	Women's teams, NCAA staff, Men's and Women's Basketball committees arrive.
5:30 p.m.	NCAA and committees walk-through of facility.

Sunday

All-day	Men's teams arrive.
8 a.m. to 4 p.m.	Practice sessions for women's teams and community engagement. (*Then community outreach is a 60-minute time commitment that includes the travel time to and from the institution).*
TBD	Pre-Championships Press Conference (all eight women's teams)
6 p.m.	Championship banquet – official traveling parties of participating teams, committee and invited guests.
8 p.m.	Officials' Meeting (women's basketball).

Monday

10 a.m. to 6 p.m.	Practice sessions for men's basketball and community engagement (off-site).
TBD	Pre-Championships Press Conference (all eight men's teams)
7 – 7:25 a.m.	WBB Seed #6 Shootaround
7:30 – 7:55 a.m.	WBB Seed #3 Shootaround
8 – 8:25 a.m.	WBB Seed #7 Shootaround
8:30 – 8:55 a.m.	WBB Seed #2 Shootaround
9 – 9:25 a.m.	WBB Seed #8 Shootaround
9:30 – 9:55 a.m.	WBB Seed #1 Shootaround
10 – 10:25 a.m.	WBB Seed #5 Shootaround
10:30 – 10:55 a.m.	WBB Seed #4 Shootaround
Noon	WBB Quarterfinal #1
2:30 p.m.	WBB Quarterfinal #2
6 p.m.	WBB Quarterfinal #3
8:30 p.m.	WBB Quarterfinal #4
8 p.m.	Officials (men's basketball)

Tuesday

12:30 – 4:30 p.m.	Practice sessions for women's basketball (off-site).
7 – 7:25 a.m.	MBB Seed #6 Shootaround
7:30 – 7:55 a.m.	MBB Seed #3 Shootaround
8 – 8:25 a.m.	MBB Seed #7 Shootaround
8:30 – 8:55 a.m.	MBB Seed #2 Shootaround
9 – 9:25 a.m.	MBB Seed #8 Shootaround

9:30 – 9:55 a.m.	MBB Seed #1 Shootaround
10 – 10:25 a.m.	MBB Seed #5 Shootaround
10:30 – 10:55 a.m.	MBB Seed #4 Shootaround
Noon	MBB Quarterfinal #1
2:30 p.m.	MBB Quarterfinal #2
6 p.m.	MBB Quarterfinal #3
8:30 p.m.	MBB Quarterfinal #4

Wednesday

9 – 9:55 a.m.	WBB Quarterfinal #1 winner shootaround
10 – 10:55 a.m.	WBB Quarterfinal #2 winner shootaround
11 – 11:55 a.m.	WBB Quarterfinal #3 winner shootaround
Noon – 12:55 p.m.	WBB Quarterfinal #4 winner shootaround
1 – 1:55 p.m.	MBB Quarterfinal #1 winner practice
2 – 2:55 p.m.	MBB Quarterfinal #2 winner practice
3 – 3:55 p.m.	MBB Quarterfinal #3 winner practice
4 – 4:55 p.m.	MBB Quarterfinal #4 winner practice
6 p.m.	WBB Semifinal #1
8:30 p.m.	WBB Semifinal #2

Thursday

9 – 9:55 a.m.	MBB Quarterfinal #1 winner shootaround
10 – 10:55 a.m.	MBB Quarterfinal #2 winner shootaround
11 – 11:55 a.m.	MBB Quarterfinal #3 winner shootaround
Noon – 12:55 p.m.	MBB Quarterfinal #4 winner shootaround
1 – 1:55 p.m.	WBB Semifinal #1 winner practice
2 – 2:55 p.m.	WBB Semifinal #2 winner practice
6 p.m.	MBB Semifinal #1
8:30 p.m.	MBB Semifinal #2

Friday

11 – 11:55 a.m.	WBB Semifinal #1 winner shootaround
Noon – 12:55 p.m.	WBB Semifinal #2 winner shootaround
1 – 1:55 p.m.	MBB Semifinal #1 winner practice
2 – 2:30 p.m.	MBB Semifinal #1 winner press conference
2 – 2:55 p.m.	MBB Semifinal #2 winner practice
3 – 3:30 p.m.	MBB Semifinal #2 winner press conference
6 p.m.	WBB National Championship

Saturday

9 – 9:55 a.m.	MBB Semifinal #1 winner shootaround
10 – 10:55 a.m.	MBB Semifinal #2 winner shootaround
3 p.m.	MBB National Championship

SECTION X: ANCILLARY EVENTS

Championship Celebration Event. The host is expected to plan and prepare for a banquet for approximately 350 people on the Sunday prior to the championship. The banquet should include a food and beverage plan, audio visual and entertainment component (e.g. speaker, video). Banquets are at the discretion of the NCAA sport committee. The NCAA Elite Scholar Student-Athlete award is presented to the student-athlete with the highest cumulative grade point average participating in the Elite Eight.

The National Association of Basketball Coaches (NABC) and the Women's Basketball Coaches Association (WBCA) may present student-athlete awards during the banquet Sunday evening. The coaches associations do not sponsor their annual conventions in conjunction with the NCAA Division II Men's and Women's Basketball Championship.

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☐ **YES** ☐ **NO** ☐ **NO with Exception**

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SECTION XI: VOLUNTEER NEEDS

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

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

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SECTION XII: BUDGET HISTORY

The chart below contains the most recent expenditure for the NCAA Division II Men's & Women's Basketball Elite Eight.

Expenditures from 2026 DII Men's & Women's Elite Eight	
Total Expenses	$223,304
Promotion	$2,703
Tickets	$87,594
Facility	$35,819
Personnel	$126,689
Entertainment	$56,680
Equipment	$1,413

SECTION XIII: FORMAT CHANGE

Below are key items relevant to the recommended championship format change proposed by the Division II Men's and Women's Basketball Committee (i.e. three weekend model resulting in four teams per gender at the final site).

Key Dates

DATE FORMULAS	
1st / 2nd Rounds	SECOND WEEKEND IN MARCH MBB – FRIDAY AND SUNDAY WBB – THURSDAY AND SATURDAY
3rd Round / Quarterfinals	THIRD WEEKENED IN MARCH MBB – FRIDAY AND SUNDAY WBB – THURSDAY AND SATURDAY
Semifinals / National Championship	FOURTH WEEKEND IN MARCH MBB – THURSDAY AND SATURDAY WBB – WEDNESDAY AND FRIDDAY Note: Semifinals and National Championship will always occur the week prior to the Division I Men's and Women's Final Four, even if the date formula conflicts due to the number of weekends in March in a given year. When there are five Saturdays in March, the Semifinals and National Championship will be a week later.

SEMIFINALS & NATIONAL CHAMPIONSHIP DATES	
2029	MBB: March 22 & 24 WBB: March 21 & 23
2030	MBB: March 28 & 30 WBB: 27 & 29
2031	MBB: March 27 & 29 WBB: 26 & 28

Hotel Requirements

	Number of Hotels	Service Level	Room Type	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Total
Teams	4 max	Full service preferred but not required	Double/ Double	64	128	128	96	64	32	512
			Suites	4	8	8	6	4	2	32
Headquarters and Officials	1 minimum	Full service preferred but not required	Kings	18	40	48	44	40	36	226
			Suites	4	4	4	4	4	4	24
Total				90	180	188	150	112	74	794