

NCAA[®] SITE SELECTION PROCESS



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2029, 2030, 2031 NATIONAL COLLEGIATE MEN'S GYMNASTICS CHAMPIONSHIPS SPORT SPECIFIC INFORMATION

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

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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 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 sport or sports 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 sports oversight committee.

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SECTION II: CHAMPIONSHIP STRUCTURE

DEFAULT DATE FORMULAS	
Championships Qualifier and Finals	Third Weekend in April

The NCAA Men's Gymnastics Committee will consider bids for multiple years and/or single year bids.

2029 – Championships Qualifier April 20; Finals April 21 (Practice Day April 19)

2030 – Championships Qualifier April 19; Finals April 20 (Practice Day April 18)

2031 – Championships Qualifier April 18; Finals April 19 (Practice Day April 17)

Championships Qualifier. Based on the NCAA national qualifying average, the top 12 teams, the top five all-around competitors who are not members of a selected team, and the top five individuals per event who are not members of a selected team or have not already been selected in the all-around, will compete in the championships qualifier. There will be two competition sessions. The meet format will consist of six rotations of six groups. Student-athletes who qualify as individuals in the all-around and individual events will be placed with one of the six teams in each session of the championships qualifier.

Championships Finals. The top three teams and the top three all-around competitors not on one of the qualifying teams, plus the top three individuals on each event not already qualified on a team or as an all-around competitor, will advance from each qualifying session to the championships finals. The meet format will consist of six rotations of six groups. Each group will consist of one team, one event specialist and one all-around competitor.

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 facility must agree that it will be in compliance with all applicable city, state or federal regulations concerning access and seating for people with disabilities.
2. The facility must be available from noon on Sunday preceding the competition through the conclusion of the finals for the purpose of setting up; practicing for and conducting the competition (Wednesday and Thursday are practice days; Friday and Saturday are competition days).
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, designs and constructions.
4. Equipment: American Athletic, Inc. (AAI) will supply all competition equipment. No institutional equipment may be used unless approved by the NCAA committee. AAI representatives will be on-site at practice and competition sessions during the championship.
5. The NCAA will manage the rental of the podium for the equipment. The host will be asked to coordinate with the contracted provider to determine layout, load-in/load-out logistics and volunteer needs. Using the podium is a requirement of hosting.
6. Computer Scoring: The NCAA will contract the services of a company to provide all scoring for the competition.

Scoreboards: The facility will provide a minimum of one main scoreboard / video board and sound system. The following information must be displayed in real time:

Preliminaries and Team Final

- Each team's event and total score.
- Scores for all-around and individual event participants must rotate on the display.
- Score of most recent participant on each event.

7. 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, ancillary event days). In addition, the host shall provide access to and use of control room equipment & staff prior to the championship for any pre-production needs.
8. The competition venue, at its expense, shall provide video camera equipment, green screens, lighting equipment (gobos, spotlights, lighting kits, etc.), audio equipment (to include wireless microphones, boom mics,

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IFB's, etc.), clear com/radio communications, closed captioning, etc. If needed 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.

9. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
10. The NCAA shall be provided exclusive use of meeting space in the facility during the championships.
11. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Programs, merchandise and concessions may be sold.
12. The facility must provide the meeting rooms, work spaces and equipment listed in the Facility and Site Specs at its expense with all areas subject to the approval of the NCAA.
13. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
14. The facility will provide parking space immediately adjacent and accessible to the venue as identified by the NCAA to accommodate television/web stream truck parking.
15. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.
16. The facility and host shall be responsible for the removal and/or covering of any existing signage at the discretion of the NCAA.

A. Conditions and Availability.

1. The facility must be modern, clean and accessible and must have at least 5,000 seats. Competition conditions must meet NCAA regulations and must be of championship caliber.
2. The facility must be in compliance with all applicable city, state and federal regulations concerning access and seating for disabled persons. The facility must have a comprehensive security/emergency-situation plan.
3. The facility and surrounding area (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) must be available for move-in from noon the Sunday preceding the Championships Qualifier (e.g., Friday) through noon the day after the championship for the purpose of setting up, practicing for and conducting the National Collegiate Men's Gymnastics Championships.
4. The facility must be provided, cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA, including a public-address system in excellent working order.
5. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during

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the term of this agreement. All such space will be provided to the NCAA at no cost.

6. The facility will not enter into any agreement or understanding that would permit any corporation or other third party to be entitled to hospitality, entertainment or temporary signage privileges in the facility and surrounding area (i.e., parking lots, frontage property and any other adjacent areas that the facility may provide to the NCAA).
7. The facility will not be materially modified in a way that would reduce space available to the public in the aisles, entranceways, and hallways without the NCAA's prior consent.
8. During the season in which the facility will host the championship, it is recommended to host a minimum of one college gymnastics competition prior to April 1.

B. Facility Requirements.

1. Venue dimensions: Size of venue varies but must be able to accommodate set-up with a podium. The smallest square footage recently was 11,040 square feet. Host must confirm the venue can accommodate set-up with a podium.
2. AAI will provide all of the gymnastics equipment required for the championships. The purchase of equipment may not be included as an item of expenses in the host institution's budget.
3. Head table should be on raised platform with space for 20 people and adequate power.

C. Meeting rooms and work spaces.

The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:

1. Media work space for 30 with appropriate power, lighting, heat, air-conditioning and toilet facilities.
2. Space for photographers in the competition area.
3. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
4. A judges meeting room capable of seating 36 people.
5. A coaches meeting room capable of seating 75 people with projector and screen.
6. Athletic training room for student-athletes.
7. Hospitality areas for participants, media, credentialed guests and working staff. There must be a separate hospitality area for officials.

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8. At least two (three to six is preferable) clean and equipped, team locker rooms. Each locker room should accommodate up to three teams and have its own shower and toilet facilities.

D. Equipment.

1. The facility shall provide, at its expense, tables, chairs, skirting, pipe-and-drape, awards platform, corrals and platforms for all areas described herein as required by the NCAA.
2. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships.
3. Wireless internet access in the competition area and media workroom.

E. Broadcast.

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 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

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- 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.

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 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>

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.

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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.
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, NCAA and host.

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☐ YES ☐ NO ☐ NO with Exception

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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
2018	University of Illinois Chicago	5,422	Adult All Session – \$30 Student All Session – \$25 Group All Session – \$12 Adult Single Session – \$15 Student Single Session – \$10 Group Single Session – \$8
2019	University of Illinois Urbana-Champaign	4,263	Adult All Session – \$30 Student All Session – \$25 Group All Session – \$15 Adult Single Session – \$15 Student Single Session – \$10 Group Single Session – \$8
2020	University of Michigan	Cancelled	Adult All Session – \$25 Student All Session – \$20 Adult Single Session – \$10 Student Single Session – \$7 Group Single Session – \$5
2021	University of Minnesota, Twin Cities	548	Adult All Session – \$40 Student All Session – \$30 Adult Single Session – \$10 Student Single Session – \$0 Group Single Session – \$9 *Note: Pandemic restrictions affected ticket sales plans.
2022	University of Oklahoma	3,168	Adult All Session – \$25 Student All Session – \$10 Group All Session – \$15 Adult Single Session – \$10 Student Single Session – \$5 Group Single Session – \$5
2023	Pennsylvania State University	4,127	Adult All Session – \$30 Student All Session – \$25 Group All Session – \$12 Adult Single Session – \$15 Student Single Session – \$10 Group Single Session – \$8
2024	The Ohio State University	3,023	Adult All Session – \$35

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			Student/Senior All Session – \$21 Group All Session – \$16 Adult Single Session – \$15 Student/Senior Single Session – \$9 Group Single Session – \$7
2025	University of Michigan	7,610	Adult All Session – \$30 Student/Senior All Session – \$25 Group Suite All Session – \$36 Adult Single Session – \$15 Student Single Session – \$12 Group Single Session – \$10
2026	University of Illinois Urbana-Champaign		
2027	University of Oklahoma		
2028	Pennsylvania State University		

Media Attendance & points of origin (Local vs national)

This event typically attracts local media, some gymnastics-specific media outlets and institutional sports information directors. Participating institutions also hire photographers for action shots.

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SECTION V: LODGING

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

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

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 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.

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Hotel Room Block

Block	Room Type	Service Level	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL
Teams	Double/Double	Full	0	0	92	92	92	92	368
	King	Full	0	0	8	8	8	8	32
Headquarters & Officials	King	Full	2	7	12	42	42	42	147
Total			2	7	112	144	144	144	557

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

All hotels shall be in close proximity (ideally within walking distance) from the arena. The team hotel(s) must be of comparable quality and distance from the arena. Two complimentary bedroom suites (for the head coach and the administration) are recommended. Note that teams are not mandated to stay within the contracted block. The headquarters and officials can be at the same hotel.

It is recommended that the team hotel provide complimentary breakfast and a meeting room for teams to utilize during their stay.

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☐ YES ☐ NO ☐ NO with Exception

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, per diem and officiating fees for all officials.
3. Transportation and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Official souvenir program and merchandise.
6. Credentials.
7. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
8. Participation award to the official traveling parties of the participating teams.
9. Volunteer apparel.
10. Promotional assistance, including NCAA signage.
11. Gymnastics equipment and scoring system.
12. PA script and run of show.
13. Signage.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities. Competition venue, banquet venue and meeting space.
2. Lodging and parking for officials.
3. Lodging and parking for NCAA sport committee and NCAA staff.
4. Key personnel – all workers and other volunteers.
5. Public relations/media coordination.

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6. Head table and meet personnel (e.g., public address announcers, floor managers, staging manager, team escorts, etc.).
7. Support personnel – ushers, ticket takers, ticket sellers, media runners, etc.
8. Security.
9. First aid/medical services/AED on-site/ambulance on-site.
10. Championships hospitality.
11. Food/beverage concessions.
12. Public address system and announcers.
13. Tickets and ticket operations.
14. Media seating/work area.
15. Production staff, music and video board operators.
16. Athletic training staff.
17. Appropriate directional signage within and outside the venue and awards signage.
18. All computers, printers, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
19. Auxiliary spaces and equipment as outlined in the Facility/Site Specifications.
20. Other items as later requested by the NCAA.

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SECTION VII: TRANSPORTATION

1. **Teams**. Local transportation for the participating teams shall be the responsibility of the participating institutions.
2. **Officials**. Local ground transportation will be arranged and paid for by the NCAA.
3. **Committee/NCAA Staff**. Local ground transportation will be arranged and paid for by the NCAA.

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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 guideline when submitting your plan for review.
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 requests, for both artwork and reimbursement, 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: TENTATIVE SCHEDULE OF EVENTS

Wednesday

9 a.m.	Walkthrough of venue and equipment measurement
Noon – 8 p.m.	Facility available for scheduled practices
3:15 – 3:30 p.m.	Coaches' walkthrough with ESPN
7 – 7:15 p.m.	Coaches' walkthrough with ESPN

Thursday

9 a.m.	Coaches Administrative meeting (mandatory)
9 – 10:30 a.m.	Open Practice
10:30 a.m. – 1:30 p.m.	Session I Practice
1:30 – 4:30 p.m.	Session II Practice
4 – 4:30 p.m.	PA/Technical Director Meeting
6:30 – 8:15 p.m.	NCAA/CGA Awards Banquet

Friday

9 – 10 a.m.	Open Practice
10 – 11:23 a.m.	Session I Open Warm-up
11:24 a.m. – 12:41 p.m.	Session I Controlled Warm-up
1 – 4 p.m.	SESSION I
4 – 5:23 p.m.	Session II Open Warm-up
5:24 – 6:41 p.m.	Session II Controlled Warm-up
7 – 10 p.m.	SESSION II
After	Draw Meeting

Saturday

8 a.m. – Noon	Open Practice
9 a.m.	Coaches Meeting/CGA Meeting
11 a.m.	Awards walkthrough
3:30 – 4:47 p.m.	Session III Open Warm-up
4:48 – 6:11 p.m.	Session III Controlled Warm-up
6:30 – 9:30 p.m.	SESSION III

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SECTION X: ANCILLARY EVENTS

Banquet. Arrangements should be made for a banquet to be held Thursday night for the official travel parties for each of the participating teams and individuals. Other people who should be on the guest list include members of the NCAA Men's Gymnastics Committee, NCAA championship administrator, CGA representatives, additional host institution personnel (i.e. president, faculty athletics representative and workers greatly involved in the conduct of the championship). A budget of \$40 per person is typical for this event. The space should accommodate approximately 400 guests.

Officials working the competition (judges) should **not** be invited.

Also, if room and arrangements can be made easily, the host may consider having banquet tickets for sale to each team for additional team personnel. Cost of the ticket should be based on the cost per plate.

The banquet is coordinated by the NCAA, the host, and the Collegiate Gymnastics Association (CGA). The format of the banquet has called for short welcome statements by representatives of the host institution and community, dinner, a student-athlete speech, Elite 90 award, Nissen award and other CGA awards.

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.

NCAA SITE SELECTION PROCESS



SECTION XI: VOLUNTEER NEEDS

Hosts must provide an adequate number of staff to perform the following functions:

1. Two floor managers to control the flow of activity on the floor and to ensure a well-run competition.
2. Staging manager.
3. Production manager and assistants to help with awards and opening ceremonies.
4. Judges' assistants at each event.
5. Six team leaders.
6. Media room and photo marshals.
7. Drug-testing couriers, if applicable.
8. Runners for various duties.
9. Hospitality room host(s) or hostess(es).
10. Volunteers (25-30 people) to help set up gymnastics equipment and podium.

The following staff are also required:

1. Adequate security, with at least one uniformed security person.
2. Ticket sellers.
3. Ticket takers.
4. Ushers.
5. Concession workers.
6. NCAA merchandise sellers, if applicable.
7. Scoreboard/video board operators.
8. Three announcers and spotter.

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.

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	
Total Expenses	\$84,000.00
Promotion	\$2,000.00
Tickets	\$1,000.00
Facility	\$18,000.00
Personnel	\$30,000.00
Entertainment	\$16,000.00
Equipment	\$0
Officiating Expenses	\$17,000.00