

NCAA[®] SITE SELECTION PROCESS





2028-29, 2029-30 and 2030-31
NATIONAL COLLEGIATE WOMEN'S BOWLING CHAMPIONSHIP
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 and sports commissions/foundations 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 the championship, as well as essential information that will aid 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 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

NATINAL COLLEGIATE WOME'NS BOWLING DATE FORMULA	
Finals	Second Tuesday through Saturday in April

The championship currently provides a field of 19 teams. Six teams will arrive for practice on Monday, and the rest of the teams will arrive for practice on Tuesday. Competition begins Tuesday with a double-elimination format. The championship match will take place on Saturday. The number of teams in the tournament may change and is dependent on sports sponsorship and divisional governance decisions about single division championships.

Available championship dates for bid are:

April 10-14, 2029

April 9-13, 2030

April 8-12, 2031

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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 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 7 a.m. Sunday preceding the competition through the conclusion of the final round Saturday evening for the purpose of preparing for, practicing for and conducting the competition.
3. The facilities will be clean and accessible, and playing conditions must be safe and of championship caliber. All signage should be in place Monday prior to the beginning of the practice period.
4. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
5. The facility must be a bowling center with a minimum of 32 lanes, but the committee strongly prefers 40 lanes, or an arena or convention center with 32 to 40 fully automatic portable bowling lanes, with a minimum seating capacity of 500 spectators.
6. The facility must conform with the lane conditions outlined in the current year's NCAA Women's Bowling Rules Book as far in advance as possible, but no later than Thursday before the competition.
7. Automatic scoring machines are required.
8. Exclusive use of meeting space shall be provided in the facility during the championship as follows:
 - a. Tournament office – approximately 20' x 20', lockable, with Internet access (hardwired and wireless), a printer and access to a photocopy machine.
 - b. Media office – approximately 20' x 30', lockable, with Internet access (preferably wireless) and access to a photocopy machine.
9. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. An athletic training area for student-athletes.
 - b. A registration area with space for team check-in and bowling ball registration with a minimum of two 8' tables.
 - c. A bowling pro shop, which must be accessible prior to and during competition.
 - d. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
 - e. A lockable equipment room area (minimum of 500 square feet) to store equipment.
 - f. Interview area for 15 with a dais, podium and audio equipment.
 - g. Ticket and concessions sales areas.

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10. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
11. Programs, official NCAA merchandise only (unless a buyout exists) and concessions may be sold.
12. The facility shall provide, at its expense, tables, chairs, skirting and bunting for all areas described herein as required by the NCAA.
13. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
14. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.
15. Banquet facilities near hotels/facility with a seating capacity of 300-325.
16. Sufficient wireless internet speed must be available throughout the tournament.

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 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

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- 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.

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.
12. For events that will be streamed live on NCAA.com, the competition venue shall provide:
 - A sustained, symmetrical connection of at least 100 Mbps, dependable QoS, and at least one dedicated wired Internet connection. Static IP address(es), free of any firewall restrictions, requested. Partner will provide router/switch to connect multiple hardware components. The connection should be no more than 150 feet from the broadcast location. The venue shall also make available on-site IT support, as needed.
 - A secure, weather-proof production space of 8'x8', at minimum, for equipment setup with one 8' table

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and four chairs. If this space is to include talent, another table and additional space is required. All cameras will be wired to this production location.

- Access to sufficient electrical power to operate equipment reasonably necessary to effectuate a quality, high-definition webcast. In most cases, equipment can be run on a standard power outlet as long as it is a dedicated 20 AMP, single phase 110V outlet (non GFI).
- Access and use of existing wire, cabling, set locations and other equipment, at no cost to the broadcast partner.
- Storage for production equipment shipped to each host site (approximately large 20 boxes is also suggested).
- The broadcast partner shall not be assessed any origination, access, hookup or similar fees by the applicable venue site operator in connection with the production of coverage related to the championship.
- Access to lighting reasonably necessary to effectuate a first-quality, high-definition color telecast. Please click [here](#) for a summary of lighting requirements.
- Official live statistics shall be provided by the host institution/conference and are exclusive to www.ncaa.com unless otherwise noted by the NCAA. Host institutions/conferences may be required to purchase or upgrade necessary software to supply appropriate feeds. The costs to upgrade or purchase this software shall be the responsibility of the host institution/conference. Generally, the software version that will be required will be the latest version available by the manufacturer. All hosts at predetermined championship sites are required to use NCAA LiveStats software for sports in which the product is available. Specific requirements will be shared with competition venues before the event and the host institution shall make the necessary upgrades or purchases before the start of competition.

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 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 Central Missouri and the St. Louis Sports Commission	821	All-Session Adult: \$35 All-Session Student: \$25 Single Session Adult: \$15 Single Session Student: \$10
2019	Mid-American Conference and Greater Cleveland Sports	818	All-Session Adult: \$35 All-Session Student: \$25 Single Session Adult: \$15 Single Session Student: \$10
2020	University of Detroit Mercy and the Detroit Sports Commission	Cancelled	
2021	University of Central Missouri and the Kansas City Sports Commission	0	All-Session Adult: \$35 All-Session Student: \$25 Single Session Adult: \$15 Single Session Student: \$10 COVID Year
2022	Mid-American Conference and Greater Columbus Sports	222	All-Session: \$38.61 Single Semi's: \$23.29 Single Finals: \$24.62
2023	University of Nevada, Las Vegas and the Las Vegas Convention and Visitors Authority	273	Single Session: \$10
2024	University of Detroit Mercy and the Detroit Sports Commission	202	All-Session Adult: \$30 All-Session Child: \$25
2025	University of Nevada, Las Vegas and the Las Vegas Convention and Visitors Authority	234	All-Session Adult: \$15

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SECTION V: LODGING

The NCAA 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, officials, and other special guests designated by the NCAA. Separate hotels are needed for the NCAA, officials, and participating teams unless specified otherwise by the NCAA. It may be permissible for the officials to be assigned to the same property as the NCAA headquarters hotel. 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 of the NCAA (should one exist at the time of contracting). 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 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

	Number of Hotels	Service Level	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Notes
Teams*	Various			150	150	150	64	32	24	
Headquarters	1	Full	15	15	15	15	15	15	15	NCAA, Committee
Officials	1		3	3	3	3	3	3	3	
Total			18	168	168	168	82	50	42	

* **Room Types:** ___ Doubles, ___ Kings, ___ Suites, ___ Other (please explain)

The host institution/conference is financially responsible for the officials' accommodations which will be reimbursed by the NCAA. All hotels shall be in close proximity (ideally within walking distance) from the competition venue. The team hotel(s) must be of comparable quality and distance from the competition venue. A minimum of five double/double sleeping rooms for each team is required. Two complimentary bedroom suites (for the head coach and the administration) are recommended. The participating institutions will be responsible for all hotel charges at the team hotels.

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and match fees for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Credentials.
6. Participation awards for the official travel party of the participating teams.
7. Funding for promotional efforts.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site.
5. Championship hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped).
11. Media seating/work area with hospitality.
12. Tickets.

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13. All computers, printers, photocopy machines, telephone lines, DSL lines, Internet access, etc. necessary to administer the championship, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Public address announcer.
16. Other items as requested by the NCAA.

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SECTION VII: TRANSPORTATION

Local transportation for the participating teams shall be the responsibility of the participating institutions. There are no additional transportation requirements from the host for the National Collegiate Bowling Championship outside of the parking requirements listed in Section III.

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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.** 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 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

Sunday

- NCAA staff and committee arrive
- Virtual coaches meeting

Monday

- Teams that play on Tuesday arrive
- Practices and equipment check for teams that play Tuesday (3:30 p.m. – 5:30 p.m.)

Tuesday

- Teams that play on Wednesday arrive
- Round 1 Matches (9 a.m. – 1 p.m.)
- Practices and equipment check for teams that play Wednesday (2:30 – 4:30 p.m.)
- Banquet

Wednesday

- Round 2 Matches (9 a.m. – 1 p.m.)
- Round 3 Matches (3 – 6:30 p.m.)

Thursday

- Round 4 Matches (9 a.m. – 1 p.m.)
- Round 5 Matches (3 – 6:30 p.m.)
- Round 6 Matches Immediately after (if necessary)

Friday

- Round 7 Matches (9 a.m. – 1 p.m.)
- Round 8 Matches (3 – 6:30 p.m.)

Saturday

- Round 9 Matches (9 a.m. – Noon)
- TV Preparation/Practice (1 – 7:30 p.m.)
- Championship (8 p.m.)

Schedule subject to change

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SECTION X: ANCILLARY EVENTS

Banquet

Arrangements should be made for a banquet to be held Tuesday night for the official travel party (13) for each of the participating teams. Other people who should be on the guest list include members of the NCAA Women's Bowling Committee, NCAA championship administrator, additional host institution personnel (i.e. president, faculty athletics representative and individuals greatly involved in the conduct of the championship). Officials working at the championship should **not** be invited. A budget of approximately \$35/person is typical for this event.

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

In total, the banquet location should be able to accommodate a minimum of 300 people.

The format of the banquet usually includes short welcome statements by representatives of the host institution and community, dinner, a guest speaker, awards presentation and a championship video.

Coaches Association

The National Tenpin Coaches Association (NTCA) presents all-America awards during the banquet. The coaches association does not sponsor an annual convention in conjunction with the women's bowling championship.

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SECTION XI: VOLUNTEER NEEDS

Approximately 15 volunteers per day will be needed for assignments, including, but not limited to: hospitality personnel, awards presentations, ticket sales and merchandise sales.

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SECTION XII: BUDGET HISTORY

The chart below contains the three-year average of expenditures for the championship. This average expenditure data is based on a finals site with only four teams, two days of competition and one practice day. With the elimination of regionals and all teams in the tournament participating at the finals site over five days of competition and one practice day, expenses in most categories will increase accordingly (e.g., facility, personnel, entertainment, officials).

Three-Year Average Expenditures	
Total Expenses	\$45,000
Promotion	\$2,000
Tickets	\$0
Facility	\$14,000
Personnel	\$11,000
Entertainment	\$13,000
Equipment	\$1,000
Officials	\$4,000