

NCAA[®] SITE SELECTION PROCESS





2029, 2030, & 2031
NCAA DIVISION I MEN'S BASKETBALL
PRELIMINARY ROUNDS

SPORT SPECIFIC INFORMATION

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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 Division I 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 committee. All activities and events associated with the championship are to be approved by the respective sport committee.

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

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SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
FIRST FOUR:	TUESDAY/WEDNESDAY BEFORE FIRST-ROUND GAMES
FIRST/SECOND ROUND:	THURSDAY THROUGH SUNDAY BEFORE REGIONALS
REGIONALS:	THURSDAY THROUGH SUNDAY BEFORE FINAL FOUR
FINAL FOUR:	THE CHAMPIONSHIP GAME WILL FALL ON THE MONDAY AFTER THE FIRST SUNDAY IN APRIL, WITH THE SEMIFINALS PLAYED ON THE PRECEDING SATURDAY.

Dates of the competition are:

March 13 and 14, 2029 (First Four ®)
March 15 and 17 or March 16 and 18, 2029 (first-/second rounds)
March 22 and 24 or March 23 and 25, 2029 (regionals)

March 19 and 20, 2030 (First Four ®)
March 21 and 23 or March 22 and 24, 2030 (first-/second rounds)
March 28 and 30 or March 29 and 31, 2030 (regionals)

March 18 and 19, 2031 (First Four ®)
March 20 and 22 or March 21 and 23, 2031 (first-/second rounds)
March 27 and 29 or March 28 and 30, 2031 (regionals)

Specific preliminary round dates are subject to change. In the event of a date change, host institutions/conferences and competition venues shall make best efforts to accommodate the adjustments under all Bid terms; however, the NCAA reserves the right to adjust assignment of specific years in the event reasonable accommodations cannot be made.

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SECTION III: GENERAL FACILITY REQUIREMENTS

1. Availability.

- a. When referred to herein, unless expressly specified to the contrary, the “venue” means the primary competition venue (including, without limitation, all suites, restaurants, merchandise locations/stores, meeting rooms, conference areas, hospitality areas, private clubs, building exterior and grounds, etc.), as well as surrounding areas (e.g., parking lots, frontage property, attached or free standing electronic message center or display, and any other adjacent areas). The venue shall be fully set up and prepared for the basketball championship by 5 p.m. two days before competition begins. Venues unable to meet the deadline would be subject to financial penalty as determined by the NCAA Division I Men’s Basketball Committee. Move-out may begin no earlier than two hours after the conclusion of the final press conference after the last competition at the site.
- b. At no cost to the NCAA or its designees, the NCAA shall have exclusive right to the venue property, surrounding area/facilities, or any other area designated for NCAA use, including but not limited to meeting rooms, hospitality areas, retail stands/stores, private clubs and restaurants in the competition venue or the surrounding area (e.g. parking lots, frontage property, attached or free standing electronic message center or display, and any other adjacent areas) during the period noted above.
- c. The city, state or governing jurisdiction at the site of the competition venue shall have an ordinance prohibiting unauthorized ticket reselling unrelated to the NCAA in the competition venue and on its property. Further, additional consideration will be given to cities where unauthorized ticket resale is illegal. Hosts shall be required to specifically demonstrate and commit to enforcement of any and all applicable ordinances.
- d. The NCAA will consider the ability of a site to provide a quality experience for the participants and fans and to conduct the championship and its accompanying events safely. In determining whether a proposed site can provide a quality experience, the NCAA will consider the site’s ability to assure the benefits inherent in championship competition will be provided fairly to all participants and its ability to promote an atmosphere of respect for and sensitivity to the dignity of every person. The NCAA’s focus will be on a quality championship experience for all involved.
- e. Unless otherwise approved by the NCAA, during the NCAA basketball season in which a tournament session is assigned, the competition venue must host a minimum of one college or professional basketball game. The game may be a men’s or women’s game and may involve non-hosting institution/conference teams. The game must take place prior to February 1 of the year of the applicable championship.
- f. The competition venue agrees it shall not enter into any agreement or understanding which would permit any corporation or other third party to be entitled, during the period of time the competition venue and surrounding area is to be reserved for the NCAA, to any unauthorized commercial activity including but not limited to the provision of hospitality or entertainment, ticket sales/services, sampling, merchandise sales, providing product or equipment, or temporary signage or display privileges in the competition venue and

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surrounding area (e.g., parking lots, frontage property, attached or free standing electronic message center or display and any other adjacent areas the competition venue may make available to the NCAA), nor shall the competition venue limit or prohibit the ability of the NCAA or its designees (in the event such an activity has been approved by the NCAA) to offer or engage in such activity.

- g. The competition venue shall furnish the premises set up for college basketball provided the NCAA or its designees shall have the right to provide any and all items necessary for practice, competition and all related events, including but not limited to, the equipment noted in No. 6-d.
- h. The competition venue, at no cost to the NCAA or its designees, shall provide the use of the venue cleaned, lighted and heated or air conditioned in a manner acceptable to the NCAA or its designees, 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 designees at no cost to the NCAA or its designees. 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).

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 Hazard Association (OSHA) standards. If not, the venue is responsible for ensuring OSHA compliance at the venue's expense. The network shall have the right to install, maintain and remove wires, cables and apparatus for the broadcast. The network will cover or secure any exposed wires. The installation of any temporary camera platforms or lifts shall be at the network's expense.

Competition venues, LOCs and/or host institutions/conferences shall not charge any venue fees to the broadcast entity. The broadcast entity will pay for services and personnel it deems necessary for the telecast. The venue shall work with the broadcasting network to secure the best possible rates for production if union entities exist in the competition venue.

- i. After being awarded, the competition venue and surrounding areas/facilities that are to be used shall not be materially modified in a way that would reduce overall space or individual spaces available to the NCAA or to the general public in the aisles, entranceways and hallways without the NCAA's prior consent.
- j. Four months prior to hosting the championship, the LOC/host/competition venue, in conjunction with appropriate federal, state and local agencies and officials, shall submit to the NCAA a coordinated plan for security, law enforcement, and emergency preparedness and response, including all aspects of public safety. The LOC/host/competition venue will be required to integrate the activities of law enforcement agencies, public health, public safety, emergency medical service (EMS), emergency management

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organizations and health care organizations. This safety/security plan shall be consistent with industry best practices, takeaways from similar events and observation/evaluation of prior championships. The development and implementation of this plan shall be provided at no cost to the NCAA. (See Attachment B for current Safety and Security Best Practices).

The NCAA requires support be obtained from fire and medical emergency agencies during the championship and during other events related to the championship. Local fire and EMS services shall be provided to the NCAA during the championship and during other events related to the championship at no cost to the NCAA.

- k. The NCAA shall print and distribute the specified credentials and shall be in control of all credentials at each host site.
- l. The venue must submit to the NCAA for review their current sustainability capabilities. At a minimum, the competition venue must provide recycling containers for plastic, paper and aluminum in back-of-house locations (e.g. media dining area, media work area, locker rooms, hallways and hospitality spaces).
- m. The competition venue acknowledges hosting the first round of the championship requires holding two separately ticketed sessions of games on the same day. The competition venue shall provide adequate staff to support the transition between the sessions and is responsible for all expenses related to the transition between sessions. This includes providing additional personnel needed to clean the seating areas between sessions and additional personnel to secure holding areas and scan next-session tickets. (See Attachment C for Considerations for a Short Changeover Between Sessions).
- n. For newly constructed or renovated competition venues:
 - (1) To be considered a prospective host more than 24 months after being awarded the event, a competition venue must be fully operational no later than one year after the bid is awarded.
 - (2) To be considered a prospective host within 24 months after being awarded the event, a competition venue must be fully operational no later than six months after the bid is awarded.

2. Seating/Tickets

- a. In the configuration required for the Men's Basketball Championship, the competition venue must have a saleable seating capacity of at least 10,000, though preference may be given to sites with a larger capacity. At the time of the bid, submission must also include a complete ticket manifest, including suites, and a PDF or CAD drawing of the venue's basketball seating configuration and venue suite map. The NCAA reserves the right to reasonably modify the competition venue seating configuration at any time. The competition venue expressly agrees to make all such adjustments without additional cost to the NCAA.
- b. All seats in the competition venue's basketball configuration - including club seats - shall be manifested and under the control of the NCAA for the NCAA's and its designees' exclusive use during the event period. The

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NCAA shall control all ticket sales, ticket services and ticket revenue for the championship, assigning specific duties to the competition venue as needed. Should there be edits to the final manifest submitted to the NCAA and additional seats subsequently become available, the venue must immediately notify the NCAA, and the NCAA will determine how to utilize the additional seats.

- c. The competition venue shall stipulate that a minimum of three (3) private viewing suites be made available for the sole use of the NCAA or its designees (e.g. TNT Sports/CBS, the official ticket and hospitality package provider), with at least two (2) of the suites located between the baselines, with the final suite location identified by the competition venue and approved by the NCAA by October 1 of the year preceding hosting (third suite same size as other two suites). All revenue from suites made available to the NCAA or its designees shall belong to the NCAA. The NCAA shall provide tickets, as necessary, to the competition venue for those suite holders displaced to fulfill the NCAA suite requirements. The suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for all suite seats shall belong to the NCAA.
- d. The host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall NOT be responsible for securing an exemption to any exclusive contracts the host, competition venue or surrounding areas/facilities might have, nor shall the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

The NCAA will conduct a private constituent presale using the NCAA's official ticketing vendor and will manage the complete venue manifest, including suites and club seats.

- e. The host and competition venue shall cooperate fully with the NCAA's ticketing sales phases and printing timelines.
- f. The competition venue's primary ticketing vendor's existing contract for all general public ticket sales must adhere to the following:
 - (1) Host ticketing vendor to provide NCAA ticketing staff access to real-time reporting.
 - (2) Host ticketing vendor shall allow only NCAA branding to be placed on all sales channels, including but not limited to marketing materials, websites, social media posts and emails.
 - (3) Customer data must be shared with NCAA at agreed upon times.
 - (4) NCAA advance approval of convenience/ticket fees and an "inside fee" model shall be used.
 - (5) The host venue system shall be used for access control, box-office walk-up sales and day of event issue resolution in the box office.

The host ticket allotment may not exceed 500 all-session tickets and will be assigned by the NCAA after the private constituent presale. At the time the host ticket allotment is assigned by the NCAA those tickets are considered sold and may not be returned to the NCAA or released back to open inventory through any sales channels.

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- g. Specified practice sessions must be open to the public at no admittance charge or parking charge in the competition venue-owned lots. If the competition venue does not own parking lots, hosts should make best efforts to provide free parking close to the competition venue for these practice sessions. Programs, merchandise and concessions must be sold during the open practices and must be conducted in accordance with the direction and parameters of the NCAA and its designees.
- h. The competition venue and surrounding areas/facilities that are to be used must be in compliance with all applicable city, state or federal laws and regulations, including those concerning access and seating for the disabled.
- i. The competition venue and host shall promote the sale of tickets for the event pursuant to a plan developed by the host in conjunction with the NCAA.
- j. The cost of all seating risers and any other temporary seating shall be the responsibility of the competition venue or host.
- k. The cost of any required barrier between the general public seating area and the playing floor shall be the responsibility of the competition venue or host.
- l. The cost of any required equipment and staffing for post-game ceremony (Regionals only).
- m. For sites hosting a regional round in advance of hosting a Final Four, please refer to the Final Four bid specifications to determine costs associated with the temporary seating system.
- n. **Americans with Disabilities Act – Title III (Public Accommodations)**
The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

If the host institution/conference receives a request for an accommodation, which may require input from the NCAA, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to address the request.

Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA.

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The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for individuals with disabilities and their companions and assist with inquiries from ticket purchasers or holders in need of accessible seating or companion seating. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

3. Playing Floor.

- a. At all rounds of the championship, at its expense, the NCAA shall provide the competition venue with the playing floor. The playing floor shall be designed, planned, selected, shipped and managed by the NCAA.
- b. The NCAA shall coordinate, in conjunction with the competition venue and designated vendor, the construction and installation of the playing floor. The competition venue shall provide labor for the installation, maintenance, and postgame removal of the playing floor at no cost to the NCAA or its designee.
- c. The cost of any alterations to the competition venue or the court provided by the NCAA shall be the responsibility of the competition venue or host. The typical court provided by the NCAA is 60 feet wide by 116 feet long for the First Four and first-/second rounds and 60 feet wide by 120 feet long for regional rounds.
- d. The playing floor may be installed over an ice surface, provided the competition venue demonstrates a significant history of safe competition in such circumstances (e.g., college or professional basketball games played on the floor over the ice surface several times per month between November and March) and has processes in place to monitor humidity levels, mitigate condensation and dehumidify the building.
- e. The NCAA shall have sole discretion regarding the approval of size, placement and number of placements (if any) of the competition venue's name, host institution/conference logo(s)/name(s), designs and plans.

4. Equipment.

- a. The competition venue shall provide standard basketball playing equipment as detailed in Rule No. 1 of the NCAA Basketball Rules and Interpretations, including but not limited to state-of-the-art scoreboards, public-address system, backboards, standards and rims.

The NCAA shall arrange for a vendor to assist the venue staff with the installation of the goal standards into the provided playing floor. The NCAA's assigned vendor, at NCAA expense, shall also conduct the rim-testing requirements prior to competition. Should this service not be provided by the NCAA, the venue, at its expense, shall test the rims in advance of all competition to ensure the rebound elasticity falls within the recommended range, as noted in the NCAA Men's and Women's Basketball Rules and Interpretations.

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At its expense, the competition venue shall provide the following, unless notified otherwise by the NCAA. In some cases, the competition venue shall be asked to secure these items from an NCAA-designated vendor/supplier, at the competition venue's cost. All are subject to the approval of the NCAA and must comply with NCAA rules as of the year of the championship being conducted at the site:

- (1) Backboards, meeting NCAA specifications, that transfer rim loads to the basket support system by a single strut boom behind the backboard or to the backboard frame; additionally, one spare complete backboard/rim/support apparatus of the same size and style as the regular apparatus, assembled and ready to install, if needed;
- (2) LED indicator light strips must be located behind the glass, trimming each backboard, fully synchronized with the competition venue's timing system;
- (3) "Breakaway" rims that are freshly painted and tested to meet NCAA specifications in advance of practices and competition;
- (4) Tenths-of-second display on game clocks;
- (5) Minimum of three-sided shot clocks/game clocks above each basket, or located on the arm of the goal stanchion with tenths-of-second display under five seconds and the shot-clock display must differentiate the tenths digit by a decimal point or a different color or sized digit;
- (6) Separate "on-off" switches for shot clocks and game clocks;
- (7) Consideration will be given to those competition venues with center-hung video boards and scoreboards displaying the score, time remaining, team fouls and timeouts remaining;
- (8) LED boards displaying the score, time remaining and player- and team-foul information;
- (9) All equipment for the operation of the scoreboards, game clocks and shot clocks;
- (10) A backup table console for scoreboards and shot clocks;
- (11) An electronic backup shot clock system as well as a manual system;
- (12) In addition to any other scoreboards, a minimum of one elevated scoreboard at each end of the court;
- (13) Scoreboards capable of interfacing with the NCAA's broadcast partners and statistical service to allow data to be shown live;

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- (14) Cable and/or fiber infrastructure to provide HD video and audio feeds of the news conferences from the interview room to the uplink trucks, to the game broadcaster and to the in-house CATV / MATV / IPTV system;
- (15) Tables, chairs, topping and skirting for courtside, and all work and meeting areas as designated by the NCAA. The topping and skirting for courtside tables must be black, unless an alternate color is approved in advance by the NCAA. The topping for the table on the dais in the media interview room must be white and the skirting for this table must be black, unless alternate colors are approved in advance by the NCAA;
- (16) Pipe-and-drape and carpet to decorate and delineate areas as designated by the NCAA in its operations manual;
- (17) Platforms for the media interview room and media workroom as designated by the NCAA;
- (18) Installation of interior and exterior decorations for the competition venue and participating team hotels, with the NCAA having approval of the format and locations. The NCAA shall develop specific designs and color schemes for such decorations; Hosts are allowed to produce and install additional signage at their expense at the approval of the NCAA. The NCAA will design and provide all approved requested files.
- (19) A hard barrier separating the general public seating areas from the playing floor;
- (20) The competition venue shall agree to allow the NCAA and its designated vendor to provide branded chairs at all rounds of the championship. The NCAA will coordinate, in conjunction with the competition venue and designated vendor, the logistical details relative to the delivery and return of the branded chairs;
- (21) If the competition venue utilizes an LED scorer's table during the regular season, the competition venue shall make such LED scorer's table available for use at the NCAA's sole discretion, at no cost to the NCAA. If the competition venue currently has a scorer's table with video board capability, the NCAA will work with the venue to attempt to use the venue's equipment. If the competition venue does not utilize such equipment during the regular season or if the LED scorer's table does not meet NCAA requirements, the competition venue shall agree to allow the NCAA and its designated vendor to provide an official scorer's table, including video board, at all rounds of the championship. The competition venue is responsible for an operator and power required to run the scorer's table, including the video board.;
- (22) The competition venue shall have a video board capable of displaying score, time remaining, fouls, number of timeouts, etc., and a working control room to operate the video board. The competition venue shall be required to provide full operations, including staffing, to operate cameras, the control

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room and editing equipment at no cost to the NCAA or its designees, and to operate video boards and the control room during load-in days, open practice day and competition days. The NCAA shall have the sole right to all content of internal and external video boards and messaging system. Minimum equipment requirements include:

- a. Two (2) M/E Switcher with Twenty-Four (24) inputs
- b. HD Video Playback with two (2) channels of output capable of storing at least six (6) GB of content
- c. Character Generator with two (2) channels of output
- d. Two (2) Replay Machines with four (4) inputs and two (2) outputs
- e. Five (5) Cameras
- f. Four (4) Truck Feeds with the ability to up/down/cross convert
- g. Computer for Social Media Display Link Routable to Switcher
- h. Cable Box Routable to Switcher
- i. PA Microphone with an on/off switch
- j. Comms for all staffed positions + two (2) wireless comms
- k. All systems Windows 10 or newer
- l. A multi view monitor
- m. Audio playback device
- n. Minimum internet speed of 200Mbps upload and download
- o. Capability to integrate with Genius stats.

Minimum personnel Requirements include:

- a. Control Room Engineer in Charge
- b. Director
- c. Technical Director
- d. Video Playback Operator
- e. Character Generator Operator
- f. Two (2) Replay Operators
- g. LED/Ribbon Board Operator
- h. Table Board Operator
- i. Five (5) Camera Operators
- j. Two (2) Utilities
- k. DJ/Music Playback Operator
- l. House Audio Operator
- m. Two Spotlight Operators.

- (23) The competition venue will provide at minimum five (5) clear-com devices for communication between the producer, PA announcer, floor producer and band/cheer (2) in addition to control room staff and camera operators.

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- (24) The competition venue will provide, or cause to be provided, closed captioning of all PA Announcer related audio and programming on the in-house ribbon boards or video boards at no cost to the NCAA.
- (25) Any new technologies the competition venue possesses or are deemed appropriate by the NCAA that are not listed as the aforementioned production requirements shall also be incorporated into the in-venue production at no additional cost to the NCAA.

5. Competition Venue Space (Attachment D)

At its expense, the competition venue must be able to accommodate the following spaces, all subject to the approval of the NCAA. In addition to filling out Attachment D, prospective hosts are required to submit a back-of-house diagram outlining the spaces below:

- a. Four locker rooms, with a dedicated private coach meeting room, with a minimum of four showers and four toilets, for the participating teams. The competition venue shall supply the locker rooms with lockers, game clocks, unbranded towels, soap, a large, portable dry-erase board (i.e., minimum size of 8' x 10') and markers, a television capable of receiving the game feed and HDMI connectivity, a training table, stationary bike, and cold tub. If a separate, closed-door meeting room is not available inside each locker room, a room outside the locker room in close proximity can be used as an alternate solution for the coach meeting room;
- b. Two locker rooms preferably with an adjoining common space, each locker room with at least one shower, to accommodate game officials. Each locker room shall have a game clock or in-house game video feed system installed a dedicated phone line, a television capable of receiving the game feed and HDMI connectivity, a training table, stationary bike, unbranded towels, and soap;
- c. Athletic training room of a minimum of 500 square feet shall be provided. Unless provided by the NCAA, supplies for the training room shall be provided by the host institution/conference or competition venue under the supervision of, and at the expense of, the NCAA;
- d. Two separate, lockable facilities for drug testing, each with a waiting area, toilet facilities and a minimum of 400 square feet of space;
- e. Spirit squad warm-up and band storage area of a minimum of 800 square feet shall be provided. The space must have a matted surface and have a ceiling height of at least 20 feet. The host institution/conference or venue, at their expense, is responsible for providing the matted surface in this room suitable for cheerleading activities;
- f. Lockable storage and staging areas for merchandise inventory and sales;

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- g. One private NCAA basketball committee office with a minimum of 500 square feet and appropriately furnished with tables and chairs. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system, printer, 2 phone lines and a microwave;
- h. One host institution/conference operations and storage area;
- i. One private NCAA executive office with a minimum of 120 square feet furnished with soft furniture;
- j. One private NCAA corporate relations/officials evaluator office with a minimum of 120 square feet furnished with a table and chairs.
- k. A large meeting room to conduct the pre-tournament, transition, and sports information directors' meetings sized to accommodate 60 people with A/V capabilities;
- l. Media seating, with a view of the playing floor, for a minimum of 180 individuals. Location of the media seating section(s) within the venue to be determined in conjunction with the NCAA. Competition venue is responsible for all costs associated with the build of the media seating section(s), which could include converting a portion of the general seating area into a tabled media seating section, in addition to traditional courtside and press box seating areas.
- m. A media workroom of a minimum of 3,200 square feet with adequate lighting, heat and air conditioning to accommodate a maximum of 150 individuals seated schoolroom style. Space should include or be near an abundant quantity of restroom facilities for men and women, including facilities for disabled persons. Should there be a need for portable restrooms, the cost of such restrooms will be the responsibility of the host/institution or venue. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system;
- n. A photography work area, at least 500 square feet, near or a part of the media workroom, with phone and hard-wired Internet connectivity. This space must have access, via competition venue-provided cable, to in-house CATV/MATV/IPTV system;
- o. A radio work area, at least 300 square feet, near or a part of the media workroom with reduced noise distractions.
- p. A media refreshment and meal area supplied with beverages and snacks of the NCAA's choice and at NCAA expense. This space should be inside or immediately adjacent to the media workroom;
- q. A duplication area at least 200 square feet, with sufficient electrical power for the operation of duplication and facsimile equipment. Two photocopy machines with capabilities for reproducing statistics and other materials with a minimum per-copy speed of 60 per minute;

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- r. An interview room for 50 individuals seated theater style and can be made quiet and free of mechanical noises. The competition venue shall provide “working” lighting in the room and staging for a dais and camera platform at its expense. Any structural posts must not block sight lines, and the ceiling height must be a minimum of 20 feet. At its expense, the NCAA will provide broadcast lighting for the dais and other equipment and personnel to administer satellite, video and audio feeds to electronic news agencies. The competition venue shall provide space and access for equipment and personnel provided by the NCAA or its designees with hard-wired and wireless Internet connectivity. The venue is required to provide one 75MB symmetrical bandwidth via a dedicated hardwire circuit with 2 connections to the camera platform. This space must have access, via competition venue-provided cable, to the in-house CATV/MATV/IPTV system;
- s. An audio/video distribution area, a minimum of 800 square feet, adjacent to the interview area with hard-wired Internet connectivity. This area should be large enough to accommodate 18 eight-foot tables in a design pattern to be provided by the NCAA.;
- t. A dedicated room for a holding area for student-athletes and coaches adjacent to the interview area large enough to accommodate four individuals;
- u. An upper video and photography area with space for six cameras for the NCAA’s media designees and the participating institutions;
- v. Three separate areas/rooms, preferably a minimum of 300 square feet each, to be used as media interview breakout rooms on the day before the regional finals (regionals only);
- w. A meal area for the NCAA’s broadcast partner to accommodate a minimum of 60 individuals;
- x. A minimum of one private meeting room for a minimum of 300 individuals for NCAA hospitality, preferably located in an area that is not on the credentialed event level; Should the competition venue be unable to provide a private hospitality space, the competition venue at its expense will provide necessary pipe and drape or privacy screens and tensa barrier to enclose rooms, clubs and/or restaurants from concourses and public hallways
- y. An NCAA television partner interview room that is a minimum of 100 square feet and can be made a quiet (free of mechanical noises) setting;
- z. A TV talent “green” room large enough to accommodate four people, preferably with private restroom facilities;
- aa. An NCAA radio partner interview room that is a minimum of 100 square feet and can be made a quiet (free of mechanical noises) setting.
- bb. An international broadcast production area in close proximity to the broadcast production trucks. Space must be in a covered interior area.

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- cc. Parking for a total of four team buses in close proximity to the competition venue, preferably in the loading dock;
- dd. Parking for a total of four spirit squad/band buses in close proximity to the competition venue.
- ee. Parking for game officials in close proximity to the competition venue;
- ff. A minimum of 5,000 square feet of parking space immediately adjacent and accessible to the competition venue floor to accommodate NCAA's broadcast truck parking. There shall be a minimum of two 60-foot semis, a generator truck and up to three satellite uplink trucks;
- gg. An area, at least 2,000 square feet, outside the competition venue for parking local television affiliates' satellite units with unrestricted access to the southern sky; needs vary between 2-5 uplink trucks. The competition venue shall provide power and security in this area and shall charge a fee per vehicle for the entire event at an amount to be approved by the NCAA. No fee should be charged for Hammond Communications Group or broadcast for uplink truck parking. The competition venue may retain the fee to offset its expenses for parking, electricity and security. Agencies that have purchased media broadcast rights, as designated by the NCAA, shall be exempt from any fees; In addition, at the competition venues expense, on-site overnight parking shall be provided to Hammond Communications group for its equipment box truck at the competition venue.
- hh. Two hundred twenty-five (225) complimentary parking spaces in prime locations, all to be distributed by the host according to NCAA policies. If there is any cost associated with acquiring these parking spaces, that cost will be the responsibility of the host institution/conference or venue;

6. Products.

- a. The competition venue agrees it will not charge the NCAA or its designated representatives a minimum person fee for catered meals or food and beverage items at the competition venue.
- b. The competition venue agrees it will not charge the NCAA or its designated representatives a corkage or handling fee for the movement and placement of donated food and beverage products.
- c. For all catered product placed in the locker rooms, please make best efforts to consider and utilize NCAA Corporate Champion/Partner product, if applicable.
- d. The NCAA and its designated representatives shall have the right to provide any and all items associated with the practices, competition and related events including, but not limited to, backboards, rims, nets, goal standards, a playing floor, bench chairs, basketballs, cups, water bottles, ice chests, water coolers, ladders, telecommunications equipment, ticketing services, mops, credit card systems, other equipment and/or signage on or adjacent to the court. If furnished by the NCAA, in its sole discretion, those items will be provided at the NCAA's expense.

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7. Electrical.

The competition venue and surrounding areas/facilities that are to be used shall provide at no cost to the NCAA sufficient electric power to produce the event. Additionally, a sufficient number of power outlets will be required in broadcast booths, in media locations and in identified media or other work areas for the operation of any aspect of the event, including but not limited to the transmission of media (e.g., television, radio, Internet, mobile broadcasts, etc.) and operation of transmission equipment and computer terminals used by the media. In this connection, there shall be available:

- a. 110-volt electrical outlets in all media work areas, to be placed on the tabletops, with the minimum requirement being one outlet for every seat in the media workroom, all courtside tables and all other designated media areas;
- b. Power requirements for television production (not including any other necessary power service inside the competition venue). The host shall provide access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Power requirements are as follows:
 - (1) Service size - 200 kVA, 208-volt, three-phase, three-wire – no-load voltage at shore power service disconnects to be 220 volts;
 - (2) 1 – 400-amp solid state circuit breaker service disconnect (can provide 2-200 amp in lieu of the 1-400 amp);
 - (3) 2 – 200-amp solid state circuit breaker service disconnects;
 - (4) 2 – 100-amp solid state circuit breaker service disconnects;
 - (5) 2 – 120-volt, 20-amp duplex outlets each fed from a dedicated 20-amp single-pole breaker;
 - (6) If a generator is required, it shall be a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down; and
 - (7) 1 – 3 phase, 150 amps for the television announce position.
- c. Power as stipulated by the NCAA for the satellite compound outside the competition venue; and
- d. Three-phase to other areas designated by the NCAA including, but not limited to, the interview room and other designated media areas.
- e. Power requirements for press conference production.
 - (1) (1) 208 V / 100 Amp single-phase service for KU Uplink. Must be located near park position within 100' of shore power.
 - (2) (4) 120 V / 20 Amp single phase services for Video & Audio Control positions in the Media Interview Room.

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- (3) (2) 120 V / 20 Amp single phase services for mix-minus speaker system behind dais.
- (4) (4) 120 V / 20 Amp single phase services for front lighting positions in the Media Interview Room. Should be located at camera platforms.
- (5) (2) 120 V / 20 Amp single phase services for back lighting positions in the Media Interview Room. Should be located behind dais.
- (6) (12) 120 V / 20 Amp single phase services for A / V Distribution Area.
- (7) (8) 120 V / 20 Amp single phase services for TVs to show house CATV / MATV / IPTV system in the Media Interview Room, Media Workroom, Photo Workroom, NCAA Committee Office and NCAA President's Office One.
- (8) Circuits utilized for Video Control, Audio Control, Audio / Video Distribution and Rear of Dais must be on the same ground. All circuits must be non-GFI.
- (9) All cables used for individual circuits must be 12/3 and installed at the specific service location.
- (10) Mercury Vapor lighting instruments cannot be utilized in the interview room or audio video distribution areas. This type of lighting can create low cycle video and audio noise and creates major color shifts that cannot be corrected with the lighting instruments we carry to light the dais. High pressure sodium lighting is discouraged due to the orange color of the light.
- (11) All press conference service-related charges for electrical services are the responsibility of the competition venue. Any electrical service billing should not be billed to Hammond Communications Group.

- f. If additional temporary power or additional lighting is needed to meet these requirements, the competition venue or host, at its own expense, shall secure the additional power and/or lighting through the NCAA's designated vendor.

8. Telecommunications, Hard-Wired and Wireless Internet and Video.

- a. Hard-Wired Internet Service. The competition venue or host shall provide at no cost to the NCAA hard-wired Internet connections for use by the NCAA, host institution staff, credentialed members of the media and other designated constituents. The competition venue or host and surrounding areas/facilities that are to be used shall also provide hard-wired Internet service, cabling, and connections in NCAA designated work areas, including but not limited to, the photo work area, interview room, video distribution area, basketball committee office, game management office, media coordinator's work area, official scorer's table, at every media seat location with view of the playing floor and any offices/rooms designated for the NCAA executive staff. The NCAA recommends stocking an adequate quantity of USB Ethernet Adapters for media and staff usage.
- b. Wireless Internet. The competition venue or host and surrounding areas/facilities shall provide at no cost to the NCAA a secured Wireless Network to support the NCAA, host institution staff, radio rights- holders, print media and others approved by the NCAA. Locations where wireless must be accessible include but are not limited to courtside, media seating areas, NCAA and host institution work areas, team locker rooms, interview room, and print media workroom. Technical specifications for the Wireless Network will



vary per site depending on the configuration of the various locations and spatial limitations. The minimum technical specifications shall be as follows:

- (1) **External Access.** The competition venue or host must provide dedicated bandwidth to support a minimum of 1200 wireless devices in the print media workroom and at courtside or other areas. Minimum bandwidth requirements will be determined by the NCAA during its site visit to the competition venue.
 - (2) **Wireless Deployment.** The competition venue or host must provide a sufficient number of access points supporting IEEE 802.11n, Wi-Fi 5 (802.11ac), Wi-Fi 6 (802.11ax) and Wi-Fi 7 (802.11be) technology. The media/staff wireless network shall provide the ability to maintain connectivity from the media workroom to the courtside seating areas.
 - (3) **Wireless Security and Management.** The Wireless Network must include hardware and software to support industry-standard security requirements that will provide encryption tools, a methodology to restrict user access and support real-time reporting of usage and bandwidth utilization.
 - (4) **Wireless Survey Requirements.** The competition venue and surrounding areas/facilities that are to be used or their wireless vendor must conduct a complete wireless survey daily, beginning 30 minutes prior to the opening of the media workroom on the day before the first competition, 30 minutes prior to the start of competition on each game day, and 30 minutes prior to opening of the media workroom on the day in between competition. The survey must show all designated areas where wireless is required and must show all access point locations and technical information related to the wireless network, including but not limited to, channel designations, signal strength, and signal to noise ratio. These surveys must be submitted to the NCAA's designated telecommunications vendor as soon as reasonably possible upon conclusion of the survey. The competition venue and surrounding areas/facilities that are to be used or their vendor must take appropriate measures to restrict unauthorized wireless networks or conflicting radio frequency (RF) signaling that could impact the performance of the Wireless Network.
- c. The competition venue and surrounding areas/facilities that are to be used shall provide sufficient broadband capacity to support both the hard-wired and wireless network requirements, including, but not limited to, NCAA and host staff, photojournalists, videographers, and all print media. Minimum bandwidth requirements will be specified in writing during the RFI process and confirmed during NCAA site visits. Voice and data services technical support and any new technologies the competition venue possesses or are deemed appropriate by the NCAA shall be provided at no charge to the NCAA and other designated users during the championship.

In addition to wireless and courtside internet needed for operations of the championship, the competition venue is to provide adequate wireless internet capabilities to support all fans in attendance during competition days.

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- d. Frequency Coordination. The venue is required, at venue or host expense, to coordinate and monitor the frequencies of all wireless devices including hand-held radios, wireless cameras, and any other equipment capable of broadcasting an RF signal. The venue will assign an individual to work with the NCAA's telecommunication vendor in meeting the NCAA's requirements for the use of all RF equipment during the championship.
- e. Telephone Service. The competition venue or host shall provide at no cost to the NCAA, a minimum of 12 standard business lines for basketball committee members, NCAA and host institution staff, and other constituents at various locations in the competition venue;

Competition venues shall provide dedicated lines off their in-house switch or purchase services from the local phone company. The competition venue will be responsible for the cost of installation. The NCAA will reimburse the competition venue for all toll and long-distance charges.

The competition venue will be reimbursed for media services at a rate determined by the NCAA.

- f. Video. At no cost to the NCAA or Hammond Communications, the competition venue or host shall provide a "courtesy system" feed for the NCAA's use inside the venue. At a minimum, this feed must include the local origination of the in-venue game, the four networks carrying the championship games (currently CBS, TBS, TNT, truTV), and selected traditional cable television outlets. The competition venue will provide these channels/signals to Hammond Communications via a modulated channel system (CATV or MATV) or via an internet/network system (IPTV).

These channels/signals to be provided to a video control position the NCAA will establish in the media interview room. They are to be provided via standard coax cable or fiber drops connected to the in-house CATV or MATV system, or via ethernet based technology directly to the supplied television monitors. If the competitive venue is IPTV based, conversion boxes, HDMI cables and remotes must be supplied for every courtesy system television monitor installed per NCAA specs.

Hammond Communications will provide up to six back-of-house and three court-side "courtesy system" television monitors necessary for showing postgame interviews, the local CBS affiliate, TNT, TBS, TruTV and the in-venue games.

At no cost to the NCAA or Hammond Communications, the venue must provide a hard-wired data connection to the Hammond Communications work area with at least 100Mb symmetrical bandwidth. This is required to ensure press conference stream quality and to facilitate the timely uploading of completed press conferences.

If the competition venue requires union labor (IATSE, IBEW, NABET, etc) to participate, shadow or be crewed for the press conference production, the expenses associated with those personnel are not the responsibility of the NCAA or its designees. This includes all noted skilled or unskilled labor suggested to be assigned to



the press conference production including riggers, loaders, stagehands, electricians, carpenters, supervisors, department heads, etc.

- g. Bench Technology. The venue will accommodate requests for dedicated Wi-Fi channels to be assigned to the NCAA's partner providing an isolated network and wireless tablets to the team benches.
- h. Hospitality Spaces. The venue will provide the NCAA or it's designees access to all existing audio/visual equipment including but not limited to television, screens and sound systems, in hospitality spaces at the venue's expense. The ability to change broadcast channels and adjust audio levels will be accommodated at the venue's expense.

9. Broadcast Rights.

The competition venue and surrounding areas/facilities that are to be used shall assign to the NCAA the exclusive rights to broadcast the games and related events on all media platforms or outlets, including television, radio, mobile, Internet and all other forms of media now in existence and those to be developed in the future; to record the broadcasts for all uses of the NCAA's choosing; to transmit game and related event information via the Internet or other means and to photograph the games by any means including but not limited to still, videotape or other cameras. The NCAA shall have the sole right and authority to designate usage of all radio broadcast, television and other media broadcast and floor-space press locations, platforms, camera locations, tables and work areas.

10. Media Coordination.

NCAA championship hosts shall comply with media policies found at www.ncaa.com/media and use guidelines found in the NCAA Media Coordination Manual, found [here](#). In addition, a staff member will serve as the liaison to the host media coordinator at all championships.

11. Game Programs.

The NCAA licensed game programs publisher is available to work with all host institutions/conferences up to two years in advance should the host institution/conference desire to include official NCAA game day program advertising space in their local patron marketing packages. In addition, the licensed game program publisher will seek an individual or marketing firm in the area to sell local advertising space in the official NCAA game day program. It is likely the licensed game program publisher will contact the host institution/conference seeking a reference or their advice for locating advertising sales assistance in the local market. See the General Bid Specifications for other guidelines pertaining to merchandise concessions.

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12. Food and Beverage.

- a. The competition and/or practice venue(s) shall retain, operate and control all food and beverage concession rights subject to the provisions of this section, unless otherwise prescribed by the NCAA.
 - (1) The NCAA and its designated representatives shall have the right, with no obligation to make payments of any kind to the competition venue and surrounding areas/facilities that are to be used or their concessionaire or any other third parties, to provide food and beverages of its choice in any areas other than those for general fan concessions including, but not limited to, back of house spaces that include, the locker rooms, media refreshment area, other working areas, as well as private suites or gathering areas, hospitality space and office space as noted herein. If NCAA Corporate Champion/Partner requests to sample/sell product within the venue footprint for general fan consumption, the competition venue agrees to make best efforts to accommodate or negotiate the parameters.
- b. The competition venue or its concessionaire shall provide food and beverages (and related services) to the NCAA and its designated agents at costs not greater than the most favorable pricing that the venue (or its concessionaire) offers or makes available to other clients or customers that have used, or will use, the venue. The venue guarantees the official concierge will limit service fees on catering to 20% plus tax, excluding any additional gratuity or service fees above food, beverage and labor charges.
- c. A team that is eliminated from the NCAA tournament may depart from a tournament city following such elimination. In the instance where a team does not advance to the next round of the NCAA tournament, the competition venue or its concessionaire shall waive food and beverage charges for orders placed by the team in advance of their previously anticipated next round game.
- d. The competition venue or its concessionaire shall provide complimentary tables, chairs, service items, linens, buffet carts, etc. in all NCAA event areas where food and beverage is provided including, but not limited to, team locker rooms, official's locker rooms, NCAA staff dining, and media dining.
- e. Unless prior approval is granted from the NCAA, no food or beverages of any nature may be vended or dispensed in the seating areas during actual competition; however, they may be sold in the seating areas before and between contests as specified by the NCAA.
- f. Alcoholic Beverages.
 - (1) Division I

Alcoholic beverages (beer, wine and prepackaged/premixed beverages with alcohol by volume content not greater than 15%) may be sold and dispensed at NCAA division I championship and ancillary events. Beverages with an alcohol content greater than 15% may only be served in private



viewing suites and NCAA and host hospitality areas. These sales are permissible provided that the host, venue, and/or concessionaire:

- (a) Comply with, and certifies in writing the compliance with, the NCAA Championship and Ancillary Event Alcohol Sales Policy, as amended by the NCAA from time to time, which addresses such matters as:
 - a. Permissible types of alcoholic beverages;
 - b. Eligibility for the sale and distribution of alcoholic beverages;
 - c. Indemnity, warranty, and insurance obligations; and
 - d. Verification
- (b) Agree to (i) keep and maintain, or cause its designated vendor or concessionaire to keep and maintain, complete and accurate records of all (a) alcohol-related incidents (e.g., expulsions, arrests) and (b) sales transactions related to the sale of concessions at the NCAA Championship and related ancillary events, including gross revenue, cost of goods, allocable overhead, and applicable taxes; (ii) no later than sixty (60) days after the conclusion of the event, provide the NCAA with a report setting forth in reasonable detail such information, together with the corresponding dates of transaction, including (a) alcohol-related revenue generated on each day of the event, (b) the direct cost of selling alcohol at the event (including the cost of goods), and (c) the indirect cost of selling alcohol at the event (including overhead and increased security needs at the event venue site); and (iii) permit the books, records, and accounts of host, venue, and vendor/concessionaire pertaining to the sale of concessions at the event to be inspected, audited, and copied by NCAA or its agents at any time during normal business hours upon giving reasonable notice to host, venue, and vendor/concessionaire.
- (c) Agree to meet the NCAA's expectation for a share of the revenue derived from the sale of concessions during the event with the NCAA. Notwithstanding anything to the contrary in the applicable NCAA Championship Bid Specifications, the parties agree that the NCAA shall retain and the competition venue or host hereby agrees to pay an amount of four dollars and twenty-five cents (\$4.25) per ticket sold per session of the Division I Men's basketball Championship. Such payment shall be made to the NCAA within sixty days after the conclusion of the event.
- g. The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events. The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.
- h. Promotional items (e.g., cups, shakers, flags, signs, etc.) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers,



handbills, flyers, memorabilia, t-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises.

- i. If made available by the NCAA, the competition venue will have the option to purchase and sell a minimum quantity of soft drink souvenir drinking cups designed and produced by the NCAA. If the competition venue runs out of the NCAA souvenir cups, it may offer cups in a variety of normal inventory sizes or offer a drink in a plastic bottle; it is permissible for a drink to be sold in a bottle or the normal, non-souvenir, cup used by the venue's concessionaire, and be brought into the general seating area by patrons. See the "General Bid Specifications" for other guidelines pertaining to food and beverage concessions.
- j. If authorized by the NCAA in advance, economic impact or other studies can be executed at an NCAA championship by the host to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an on-site study and will provide the data to the host once the study is completed. In other cases, the NCAA will support the hosts' efforts to execute a study. This can be done using the hosts' own approach/tools or the NCAA's Economic Impact Study "In-a-Box" tool." Should the host use its own questionnaire, all questions must be submitted for approval in advance to the NCAA. In addition, those posing the questions are restricted to areas outside the ticketed perimeter only. The NCAA must also be provided with the numbers of questioners, and the date(s) and time(s) they will be conducting the questioning. Further, the public release of the results of such a survey must be coordinated with the NCAA's public relations staff.

If NCAA Corporate Champion/Partner requests to sample/sell product within their activation space for general fan consumption, the competition venue agrees to make best efforts to accommodate or negotiate the parameters. If NCAA Corporate Champion/Partner requests to sample product within a private hospitality space, the NCAA and its designated representatives shall have the right to do so without limitation or cost.

13. Advertising, Signs, Decorations and Commercialism

- a. NCAA Corporate Champions and Corporate Partners Marketing Program. The NCAA's Corporate Champions and Corporate Partners Program (i.e., corporate sponsors of the NCAA), managed by the NCAA along with TNT Sports and CBS Sports, authorizes the exclusive rights to license NCAA trademarks, tickets and taglines in commercial promotions with respect to the NCAA championships.

The host shall not solicit or permit involvement by any governmental agencies, corporations, or entities whose products may be in competition with any of the NCAA Corporate Champions or Corporate Partners. All proposed commercial involvement must receive prior approval of the NCAA.

NCAA Corporate Champions and Corporate Partners (CCPs) are dedicated to emphasizing the role of athletics in higher education, support all 92 NCAA Championships and are granted a wide variety of benefits,



including certain category exclusivity around use of NCAA logos, trademarks, designations and championship tickets.

For more information and a current list of corporate champions and partners, please click on the following link: [NCAA Corporate Champions & Partners](#)

- b. Local LOC Contributor Program. Currently, local non-CCP corporate entities are not permitted to utilize the NCAA's registered marks, logos, tickets, name or references to the championship in a promotional/commercial manner. If a host institution/conference has an interest in using value-in-kind contributors, the contributor plan must be approved in advance by the NCAA Corporate Relationships staff. The LOC is permitted to involve a local contributor in the championship only as a sponsor of LOC activities or as a ticket package purchaser (pending NCAA approval of said local entities and approval of the arrangement).

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

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

- c. If present for all regular-season college games in the competition venue, host institution/conference signs/banners without commercial identification may remain in place, provided the design and placement are approved by the NCAA. In an off-campus competition venue that does not include the host institution/conference signage/banners for all college games; the host institution/conference may provide a maximum of two (2) signs/banners in the competition venue provided the design and placement are approved in advance by the NCAA.
- d. No professional sports or commercial insignia or terms may appear on the NCAA-provided playing floor. If the official name of the competition venue includes a commercial reference, the NCAA reserves the right to determine whether the name may appear one time in text on the "apron" of the playing floor in a position, size and style which must be approved by the NCAA. Should the NCAA not provide a playing floor, competition venues shall replace existing professional sports or commercial insignias/references with blank wood panels matching the existing floor panels rather than temporary coverings. The NCAA will determine all marks on the playing floor and will provide sites a layout of their floor in advance of competition.

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- e. All commercial insignia, including but not limited to identification and advertisements, that can be viewed from any seating area (including anywhere on the seats) must be covered or removed at venue or host expense, unless approved by the NCAA. This includes any name of the venue containing logos or branding marks. (See item 12f that follows)

At the discretion of the NCAA, all professional sports insignia, including but not limited to signage, marks, pennants, banners and retired jerseys in the general seating area may be covered or removed at venue or host expense. NCAA championship banners or those with retired jerseys/numbers of NCAA student-athletes may remain.

Any professional sports or commercial insignia in the suites that can be seen from the general seating area must be covered or removed at venue or host expense unless an exception is made by the NCAA.

- f. If the official name of the competition venue includes a commercial reference, the NCAA shall have sole discretion regarding the display of the venue name inside the seating area. Should the NCAA direct any or all commercial-naming references to be removed or covered, this shall be done at venue or host expense.
- g. Promotional items (e.g., branded trays with food or other sample items included, cups, shakers, flags, signs, etc.) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc. (except products sold or authorized by the NCAA, CCPs or its vendors) may not be distributed on these premises. Patrons are permitted to bring in small signs (i.e., signs which can easily be held by one person and do not block the view of anyone seated around them) as long as any writing or slogans on them are in good taste. Additionally, it is permissible for patrons to bring in non-noise making items (e.g., pom-poms) as long as they do not include any commercial slogans or identification.
- h. Only NCAA marks provided by the NCAA and the American flag can be displayed on the facing of the backboard, on the orange basket ring (including the ring brace) or on the shot clock. Any commercial or professional sport references must be removed or covered. Only NCAA marks are permitted elsewhere on the backboard, including on the top of the backboard. The NCAA shall have sole discretion in determining the size and placement of items on the backboard, the orange basket ring (including the ring brace) and shot clock.
- i. Goal standards must be free of all commercial advertising and host logo/marks, unless approved by the NCAA. All other marks must be covered or removed at the venue's expense. Additionally, the NCAA will provide goal support covers or pads. Pads or covers may include NCAA or corporate marks, at the NCAA's discretion.



- j. Commercial advertising signage must be removed or covered if it can be seen from the general seating area, unless approved by the NCAA. Otherwise, subject to NCAA approval, such signage may remain in other areas of the competition venue; however, at a minimum, if the signage is backlit, the lights must be turned off.

Displays/activation areas showcasing products of non-NCAA corporate champions and partners shall be deactivated (e.g., lights off, television monitors off, portable display products removed, etc.). Temporary, non-NCAA CCP displays brought into the competition venue or surrounding areas/facilities during the NCAA event are prohibited.

During a site visit the season of the awarded men's basketball championship round, the NCAA will review all moveable displays inside the concourse and outside on venue property, and determine, in its sole discretion, whether those displays may remain or must be removed/covered. (Note – "moveable" displays include all vehicles, regardless of whether they are free-standing on the ground or located on any type of platform or staging.)

- k. Television monitors in concourses that cannot be viewed from the general seating area can show other NCAA Division I men's basketball championship games provided the sound is turned off.

Television monitors in open restaurant areas where the playing floor can be viewed may show that venue's games only.

Patrons who have purchased tickets to sit in suites have control of their televisions and can watch whatever they choose. However, if televisions are outside the suites in the general public seating area, audio shall not be permitted (i.e., volume must be turned off or muted).

The NCAA shall have the right to display branding/recognition for the Association, its corporate champions & partners and media partners on any video or LED monitors where there is a split-screen showing NCAA championship content and electronic advertising.

- l. In student-athlete/team walkways (from building entrance to their locker room and then from the locker room to the floor), commercial signage/marks must be covered or removed, including vending machines that are in conflict with NCAA corporate champions and partners.

All commercial and professional sports signage/marks must be covered in team locker rooms unless approved in advance by the NCAA. This includes locker room designation signage in the hallway.

All commercial and professional sports signage/marks in all designated media areas must be covered or removed unless approved in advance by the NCAA.

- m. The competition venue and/or surrounding areas/facilities that are to be used shall agree that, other than permanent advertising signs outside the competition venue proper, it will not allow any promotional, public



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relations, political or advertising activity inside or outside (on competition venue owned property) the competition venue during the time the competition venue and surrounding areas/facilities are leased to the NCAA, without the express written advance approval of the NCAA.

- n. Except for use by the competition venue and surrounding areas/facilities in the event of an emergency, the NCAA shall have the sole, exclusive and complete control over the video, sound and public-address systems and all other audible or visible information or communication systems in the competition venue and surrounding areas/facilities that are to be used.
- o. Other than messages promoting the championship, other NCAA championships, the NCAA or specifically relating to the conduct of the games (e.g., fouls, timeouts remaining), no LED, matrix, free standing messaging sign or video board messages may be displayed inside the competition venue or inside surrounding areas/facilities that are to be used by the NCAA unless specifically authorized by the NCAA.
- p. Exterior LED, matrix or video boards (e.g., marquee boards) on the competition venue property shall allow for 50% of the content inventory to promote the championship, other NCAA championships, the NCAA and the NCAA's corporate champions and partners. The remaining 50% of the content inventory may include non-sponsored competition venue-specific information (e.g., upcoming events). All content must be approved in advance by the NCAA.
- q. Upon request by the NCAA, the competition venue and/or surrounding areas/facilities that are to be used shall make reasonable space(s) available inside or outside the competition venue for NCAA or NCAA designee promotional activities comprised of displays and booths authorized by the NCAA. The NCAA, its corporate champions and partners and others with permission from the NCAA shall be entitled to distribute, within the designated area(s), approved promotional items, including but not limited to flyers, giveaways and product samples, regardless of exclusive sponsor contracts of the host or competition venue. The NCAA will provide the competition venue and surrounding areas/facilities that are to be used notice of product samples intended to be available.
- r. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association, its corporate champions & partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations include but are not limited to event level, the concourse, within the competition bowl and venue exterior without limitation.
- s. If requested by the NCAA, local authorities shall declare a "special event zone" in an area defined by the NCAA surrounding the competition venue and surrounding areas/facilities that are to be used where temporary commercial activities unrelated to the NCAA's approved activities shall be prohibited.



- t. The NCAA shall have the sole discretion to determine that any advertising, marketing identification, banners, signs, decals, sampling, distribution or displays of any kind that exist anywhere inside or outside the competition venue shall be covered, removed or otherwise limited.
- u. Only NCAA official marks may be used in promotion of, or in the branding of, the championship. All usage of marks must be approved by the NCAA. Branded creative must be designed by the NCAA's creative agency and approved by NCAA staff. If the NCAA permits an entity to design creative, it must follow NCAA brand guidelines and final designs must be approved by NCAA Branding staff prior to production or distribution.

14. Merchandise Concessions.

The competition venue agrees that during the championship period, the NCAA or NCAA Merchandise Partner will receive full access to any official team store (Official Team Store) and associated fixtures and displays located within the venue for the purpose of selling merchandise. Venue agrees to remove from each Official Team Store, if any, all merchandise unrelated to the championship in advance of the championship period, and to reasonably assist the NCAA or NCAA Merchandise Partner as necessary to fully access and use the Official Team Store(s) to vend Championship merchandise. The NCAA will have control of the operation of each Official Team Store during the championship period and the venue will assist in controlling access to the Official Team Store to patrons within the competition venue on competition venue event days. Should the competition venue and the NCAA's designated official merchandiser choose not to utilize merchandise locations or stores to sell NCAA merchandise, the locations or stores are not permitted to be open. See the General Bid Specifications for other guidelines pertaining to merchandise concessions.

15. Insurance.

a. General Insurance Guidelines

- (1) Waivers for public institutions can be offered but will not be offered in cases where the host institution is not responsible for championship operation.
- (2) Certificates of insurance must be submitted to the NCAA at least 120 days prior to competition and still have effective coverage through the championship. If your renewal is within 120 days, two COIs must be submitted. One with current insurance information and another COI submitted once you have renewed or changed your policies.
- (3) Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.

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- (4) Should host, LOC, or venue engage a consultant or subcontractor, all of the coverage requirements set forth above will apply to each consultant or subcontractor, including, but not limited to, the requirement that each consultant or subcontractor name NCAA as an Additional Insured (as defined below) with regards to commercial general liability coverage on a primary and non-contributory basis, unless written exception is granted by the NCAA.
 - (5) All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must provide cross liability coverage (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis and non-contributory basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No insurance policy shall contain a self-insured retention greater than \$25,000 without prior written approval of the NCAA, and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by the host institution/conference, LOC or venue. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.
 - (6) The NCAA reserves the right to require additional types or amounts of insurance in any final agreement entered into between the NCAA and the successful bidder. The Host Institution, LOC or Venue shall require any contractors, vendors or suppliers it hires for the event to maintain commercially reasonable types and amounts of insurance commensurate with the nature and scope of the products and/or services the contractor, vendor or supplier is providing for the event under terms substantially similar to those included herein, including, but not limited to, naming the NCAA Additional Insureds as additional insureds on a primary and non-contributory basis on its liability policies. Subject to the NCAA's prior written approval, contractors, vendors or suppliers may be permitted to maintain limits which are less than the limits required herein.
- b. Host institution/conference or Local Organizing Committee must provide:
- (1) Commercial General Liability insurance written on an occurrence form providing coverage for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations-Liability coverage for contractual liability and independent contractors. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The NCAA, its member institutions and its officers, directors, agents, employees and volunteers must be named as additional insureds ("Additional insureds") and the policy must have minimum limits of:
 - (a) \$5,000,000 Per Occurrence
 - (b) \$5,000,000 General Aggregate
 - (c) \$5,000,000 Products/Completed Operations Aggregate

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- (2) Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$1,000,000 Each Accident. For any Vehicles that have a gross vehicle weight (GVW) of 20,000 lbs or more, a minimum combined single limit of \$2,000,000 per occurrence is required. The NCAA Additional Insureds must be named as additional insureds on the Host Institution's or LOC's Automobile Liability policy on a primary and non-contributory basis.
 - (3) Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located provided, covering employees, volunteers, temporary workers and leased workers.
 - (4) Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - (a) \$1,000,000 Each Accident
 - (b) \$1,000,000 Disease - Each Employee
 - (c) \$1,000,000 Disease - Policy Limit
 - (5) Off-Site Practice Insurance. The NCAA requires hosts to arrange practice venues away from the competition venue for use by participating teams. Hosts are responsible for making such arrangements with local venues, and any agreements including indemnification and insurance required by the venues are between the host/LOC and the venue. The NCAA should be listed as an additional insured on the LOC's commercial general liability insurance for the purposes of the off-site practice agreement.
- c. Competition Venue Must Provide:
- (1) Commercial General Liability insurance written on an occurrence for providing coverage for Bodily Injury and Property Damage and Personal and Advertising Injury, including Products/Completed Operations Liability coverage for contractual liability and independent contractors. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The NCAA Additional Insureds must be named as an additional insured on a primary and non-contributory basis and the policy must have minimum limits of:
 - (a) \$10,000,000 Per Occurrence
 - (b) \$10,000,000 General Aggregate
 - (c) \$10,000,000 Products/Completed Operations Aggregate
 - (2) Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$1,000,000 Each Accident. For any Vehicles that have a gross vehicle weight (GVW) of 20,000 lbs or more, a minimum combined single limit of \$2,000,000 per occurrence is

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required. The NCAA Additional Insureds must be named as additional insureds on the Venue's Automobile Liability policy on a primary and non-contributory basis.

- (3) Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.
- (4) Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - (a) \$1,000,000 Each Accident
 - (b) \$1,000,000 Disease - Each Employee
 - (c) \$1,000,000 Disease - Policy Limit
- (5) Liquor Liability insurance with minimum limits of \$10,000,000 per occurrence and \$10,000,000 in the aggregate. The NCAA Additional Insureds must be named as additional insureds on the Venue's Liquor Liability policy and on a primary and non-contributory basis.

16. Financial Arrangements.

- a. The NCAA proposed budget and financial report template must be completed and submitted as part of the bid proposal. A budget must be completed for each round and each year for which a bid is being submitted. The bid budget is submitted electronically using the "Budget System" tab via the online Bid and Profile System. Budget submissions are not considered to be approved with the submitted bid and will be reviewed in the 12 months leading up to hosting the designated round of the championship. (See Section VI for instructions on how to access this system.)
- b. Hosts may be provided an honorarium of up to 10 percent (10%) of the net receipts (i.e., net receipts is calculated as the gross receipts from the sale of tickets minus approved actual expenditures) contingent on the host and venue adhering to tournament policies as determined by the basketball committee. The honorarium for hosting at an on-campus institutional venue shall not exceed \$300,000, and the honorarium for hosting at an off-campus venue shall not exceed \$200,000.
- c. Hosts must provide the Ticket Pricing and Fees Form (Attachment E) in support of the identified and reported applicable taxes (may include state, city, local, entertainment, or other taxes on admissions). Both the rate and type of tax need to be reported in the bid and budget submissions, then updated as necessary. Hosts must work in conjunction with the venue to make sure all taxes and fees are accounted in total for the event. All taxes and fees must be included on the Ticket Pricing and Fees Form and provided as part of the bid submittal. The NCAA reserves the right to request that the host provide a formal letter of attestation regarding the tax position of the state and the locality specific to applicable taxes from an outside accounting firm/CPA. The NCAA will provide hosts with the format of this letter, and applicable tax topics, if needed.

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- d. Facility fees on tickets shall be permitted and charged on top of the face value of the ticket provided the facility fee income is not a pass through to the facility's operational budget and a facility fee is charged for other events conducted in the competition venue as required by a government agency. Supporting documentation shall be provided to the NCAA upon request.
- e. All applicable taxes (admissions, venue assessment, etc.) shall be remitted to the appropriate state and local taxing authorities by the hosting party. Hosts are required to remit all taxes, regardless of the source of the sale (NCAA channel or Host channel). The applicable admissions taxes shall be reported in the budget system and approved as part of the overall hosting budget.
- f. If conducted at an off-campus venue, 8 percent (8%) of the gross revenue from the sale of tickets, less ticket fees/expenses incurred on the sale of tickets (e.g., credit card fees, ticket vendor fees on tickets sold via phone or internet, etc.), facility fees and amounts due and payable to government agencies (e.g., taxes) may be paid to an off-campus venue as a rental fee contingent on the host and venue adhering to tournament policies as determined by the basketball committee.

From its rental fee, the competition venue and surrounding areas/facilities that are to be used shall furnish and pay for all venue operating personnel and services deemed necessary by the NCAA, including, but not limited to, ushers, ticket sellers, ticket takers, security personnel, fire marshal, maintenance and cleaning staff of the building and grounds, media areas, video/control room personnel, etc. All such personnel are to be under the sole direction and the control of the venue(s) and are not to be considered employees or agents of the NCAA. The expenses for such personnel are not reimbursable expenses for off-campus venues; therefore, budgeted amounts shall not be entered on the proposed budget when the competition venue is an off-campus venue.

For off-campus venues, the NCAA shall reimburse for the following championship personnel: PA announcer, official timer, scoreboard operator, shot-clock operator, official scorer, statisticians, police escorts and necessary medical personnel staffing the championship as determined by the NCAA (e.g., paramedics and emergency personnel not already addressed in the budget for ambulance service). Lodging for the Tournament Manager and Media Coordinator are reimbursable per the host budget. In addition, subject to NCAA approval, host may be entitled to hotel room reimbursement of an additional five hotel rooms at a rate equal to or below the media hotel rate if operating the championship outside of its metropolitan area. Budgeted amounts shall be entered on the proposed budget and must be approved by the NCAA in order to receive a reimbursement. Any other staffing costs not included above are the responsibility of the venue or host, even if they are submitted in their proposed budget.

On-campus institutional venues shall not receive a rental fee; however, the NCAA shall reimburse for all venue operating personnel and services deemed necessary by the NCAA, including, but not limited to, PA announcer, official timer, scoreboard operator, shot-clock operator, official scorer, statisticians, police escorts, ushers, ticket sellers, ticket takers, security personnel, fire marshal, maintenance and cleaning staff of the building and grounds, media areas, video/control room personnel, necessary medical personnel staffing the championship as determined by the NCAA (e.g., paramedics and emergency

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personnel not already addressed in the budget for ambulance service), etc. All such personnel are to be under the sole direction and the control of the venue(s) and are not to be considered employees or agents of the NCAA. Budgeted amounts shall be entered on the proposed budget and must be approved by the NCAA in order to receive a reimbursement.

- g. The security level planned shall be at least 150 percent (150%) of the largest other event in the competition venue. Security expenses at off-campus venues are the financial responsibility of the competition venue or host.
- h. The competition venue must secure one ambulance, and corresponding certified medical personnel, to serve tournament participants for all practices (open and closed practices) and games. Costs associated with the ambulance and the medical personnel are a reimbursable expense but must be approved in advance by the NCAA. The competition venue also must provide certified medical personnel and a first aid room (normally located on the main concourse) on open practice and game days to serve the general public. The costs associated with providing this normal first aid service for the public (which is generally in operation at all events in the building) is not a reimbursable expense. The ambulance provided for the tournament participants should be dedicated solely to the tournament participants and if an ambulance is needed for the general public, it must be provided at the venue's expenses.
- i. The maximum allowable expense in the proposed budget for Entertainment, is \$55,000 for First/Second Round sites and \$50,000 for the First Four and Regional round sites, unless the NCAA approves an amount above the maximum. This budget shall be sufficient for all functions required by the NCAA (i.e., media meals/refreshments, participant meals, game officials' meals, pre-tournament meeting, transition meeting, SID meeting food/beverage, etc.).

17. Financial Reports. Hosts must submit financial reports to the NCAA national office no later than 60 days after the conclusion of the competition at a site. The NCAA Division I Men's Basketball Committee may assess a \$1,000 fine for each day a host institution/conference fails to submit its financial report subsequent to the 60-day deadline.

18. Audit Reports. All preliminary-round sites are subject to an audit to be conducted by the NCAA administrative services staff. Selected sites will be notified of the audit taking place and will also be notified of the type of audit (e.g., on-site audit, desk audit) that will be conducted. Based on the audit results, sites may be required to submit additional reimbursement to the NCAA or may be awarded additional reimbursement from the NCAA.

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SECTION IV: LODGING

The host institution/conference, with the assistance of the local convention and visitors' bureau (CVB) and/or others in the local community, shall reserve first-class hotels with full-service restaurants and amenities for 1) participating teams 2) media and 3) game officials at the most competitive rates and within close proximity to the competition venue.

Please note, participating team hotels and the media hotel are referred to as Tournament Hotels throughout the preliminary round lodging bid specifications.

Hotel contracts submitted with preliminary round bids must be pre-approved by the NCAA prior to a bid's acceptance.

Based on the hotel contracts submitted as part of the preliminary round bid process, the NCAA will designate team hotels and the media hotel no later than December 31 of the year preceding the tournament hosted in the awarded cities. The NCAA reserves the right to contract hotels that fall within the lodging specifications outlined, if high-quality full-service hotel options are not presented in the bid proposal.

The NCAA may designate a third party to negotiate hotel room rates prior to contracts being signed by the NCAA. The negotiated rates will include a 10% commission payable to the NCAA or its third-party designee.

Hosts and hotels shall agree that the NCAA may terminate any agreement with any hotel for any reason at any time, without penalty.

In addition to the information provided in this bid document, hotels will enter into a separate contractual agreement with the NCAA which outlines complete, non-negotiable hotel requirements.

1. Key Specifications for All NCAA Contracted Hotels.

- a. **Full-Service Hotels.** Hotels must be high quality with full-service amenities (i.e. room service, on-site catering, full-service restaurant, etc), within close proximity to the competition venue.
- b. **Casino Hotels.** The host institution/conference must consult with the NCAA to determine permissibility prior to entering into any contractual agreement with a casino hotel.
- c. **Construction/Renovations.** Any construction/renovation projects in or on property must be completed no later than January of the year in which it is hosting.
- d. **Contract Alterations.** Any cross-outs, redlines or alterations to any contract will not be accepted, and could jeopardize the awarding of a bid.

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- e. **Hotel Fees.** Any portage fees, union fees, resort fees, etc., must be waived. Failure to do so could jeopardize the awarding of the bid.
- f. **Room Block Release.** Under no circumstances shall a hotel release any contracted rooms until it receives communication and confirmation from the NCAA.
- g. **Room Rates.** If at any point, a hotel's room rate falls below the NCAA contracted room rate, the hotel will adjust to the lower room rate for all contracted NCAA room blocks.
- h. **Television Networks.** All hotels agree to have or make available the following television channels in each guest room and throughout its property during the tournament period: CBS, and the Warner Bros. Discovery network stations of TBS, TNT and truTV. Certain exceptions may be made for hotels during the regional rounds, subject to NCAA approval. Should a hotel not have one or more of these channels, it is required to make arrangements to receive the channel(s) during the tournament period at hotel expense. Failure to do so could result in a reduced honorarium to the host.

2. Tournament Hotel Specifications (team and media).

Sites will be given preferential consideration based on the following:

- a. **Tournament Hotel Selection Requirements.** For First Four and First/Second Rounds, contracts for ten (10) high-quality hotels, within close proximity to the competition venue, that provide a full-service restaurant and amenities (i.e. room service, on-site catering, meeting space etc.) are required as part of the preliminary round bid submission. Of the ten (10) hotels contracted, two (2) may be select-service hotels if ten (10) full-service hotels do not exist in the bid city.

For Regional Rounds, contracts for six (6) high-quality, full-service hotels, within close proximity to the competition venue, that provide a full-service restaurant and amenities (i.e. room service, on-site catering, meeting space, etc.) are required as part of the preliminary round bid submission. Of the six (6) hotels contracted, one (1) may be a select-service hotel if six (6) full-service hotels do not exist in the bid city.

- b. **Guest Room Requirements.** The following guest rooms are required on peak nights at tournament hotels:
 - (1) **First Four:** 60 guest rooms on peak.
 - (2) **First/Second Rounds:** 100 guest rooms on peak.
 - (3) **Regionals:** 100 guest rooms on peak.

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- c. **Shoulder Nights.** Based on the size of a participating team's travel party, shoulder night requirements will vary. Hotels shall agree to hold guest rooms/suites on the nights prior to peak as outlined in the NCAA agreement, on a contingent basis, until the participating teams confirm their shoulder night requirements.
- d. **Comp Room Nights.** Hotels must agree to provide one (1) complimentary standard room night for each 20 nights actually occupied.
- e. **Two Night Minimum.** Guests will be financially responsible for their rooms for a minimum of two-nights (which can be any two consecutive nights during the tournament period, beginning two nights prior to the first competition at a site).
- f. **Room-Types.** If selected as a team property, at least 60% of guest rooms contracted must be double/double (preferably queen/queen) rooms.
- g. **Team Room Block/Meeting Space Allocations.** NCAA designated team hotels may have one (1) or a maximum of two (2) teams staying at its property at the First Four and first/second round sites. Only one (1) team may be assigned to each team hotel at regional rounds.

For hotels which may host two (2) teams, all sleeping room and meeting room requirements are doubled (one set of requirements for each team). In addition, one contract per team must be submitted with the bid. Please indicate Team 1 or Team 2 on the cover of the contract.

If selected as a team property, designated meeting rooms must include the following:

- (1) **First Four:** Three (3) meeting rooms must measure 1,000 + square feet each. Additionally, tournament hotels shall provide a lockable meeting room for equipment that must measure at least 500 square feet.
- (2) **First/Second Rounds:** At least one meeting room must be a part of a ballroom. A minimum of one (1) meeting room must be 2,000 + square feet. The remaining two (2) meeting rooms must measure 1,200 + square feet each. Additionally, tournament hotels shall provide a lockable meeting room for equipment that must measure at least 500 square feet.
- (3) **Regionals:** At least one meeting room must be a part of a ballroom. A minimum of one (1) meeting room must be 2,000 + square feet. Two (2) meeting rooms must measure 1,200 + square feet each. One (1) meeting room must measure 800 + square feet. Additionally, tournament hotels shall provide a lockable meeting room for equipment that must measure at least 500 square feet.

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Each of the individual meeting rooms must be designated in the NCAA contract. To the greatest extent possible, meeting rooms should all be located within close proximity to one another, on the same floor, and should be away from public areas.

- h. **Catering/Food and Beverage.** A team that is eliminated from the NCAA tournament may depart from a tournament city following such elimination. In the instance where a team does not advance to the next round of the NCAA tournament, the hotel shall waive food and beverage charges for orders placed by the team in advance of their previously anticipated next round game.
- i. **Internet.** Each contracted hotel must provide, on a complimentary basis, high-speed internet service in all contracted guest rooms and a minimum of one internet hardline in at least one of its meeting rooms. Bandwidth for the internet hardline must support high-quality streaming of high-definition video and audio, at a premium level (maximum speed available on property).
- j. **Suites.** If selected as a team property, two (2) standard rooms shall be upgraded to two one-bedroom suites at the contracted standard room rate. If selected to house NCAA media, four (4) rooms shall be upgraded to four one-bedroom parlor suites available at the contracted standard room rate.

The hotel also agrees to make three (3) additional suites available to the participating institution/NCAA media for purchase upon the institution/NCAA's request at a rate designated by the hotel.

All contracted suites must include a parlor, defined as a seating area separated from a bedroom area by a hard wall and, preferably, a door.

- k. **Parking.** If selected as a team hotel, the hotel should provide on-site complimentary parking for three (3) buses and two (2) passenger vehicles during the contracted period. In the case a hotel does not have space available to provide bus and/ or vehicle parking, the host institution/conference will be responsible for securing parking spaces, as close to the hotel as possible, and will take financial responsibility for any cost associated with the bus and/or vehicle parking spaces. If selected as a media hotel, the hotel should provide complimentary parking spaces for two (2) passenger vehicles.

Please reference the NCAA preliminary round hotel agreement for additional requirements and specifications.

3. **Game Officials Hotel Specifications:** Sites will be given preferential consideration based on the following requirements:

- a. **Guest Room Requirements.** The following guest rooms are required at the game officials' hotel on peak nights:



- (1) **First Four:** 13 guest rooms on peak.
 - (2) **First/Second Rounds:** 13 guest rooms on peak.
 - (3) **Regional Rounds:** 7 guest rooms on peak.
 - b. **Meeting Space Requirements.** The following meeting rooms are required at the game officials' hotel.
 - (1) **First Four:**
Tuesday - One meeting room, with A/V capability, set in a U-shape for 16 persons.
Wednesday - One meeting room, with A/V capability, set in a U-shape for 16 persons.
 - (2) **First/Second Rounds:** Night of open practice - One meeting room, with A/V capability, set in a U-shape for 20 persons.
 - (3) **Regional Rounds:**
Night before regional semifinals - One room set in a hollow square for 16 persons.
Night before regional finals - One room set in a hollow square for 12 persons.
 - c. **Audio-Visual.** A minimum of one 55-inch television or a projector/screen and HDMI cable are required for all game officials' meetings at the First Four and first/second rounds. No audio-visual requirements are necessary for regional rounds. Any charges associated with audio-visual requirements will be at the expense of the host institution/conference.
 - d. **Parking.** The game officials' hotel should provide complimentary parking spaces for two (2) passenger vehicles. In the case a hotel cannot provide parking, the host institution/conference will be responsible for securing spaces, as close to the hotel as possible, and will take responsibility for any cost associated with vehicle parking spaces. Please reference the NCAA preliminary round hotel agreement for additional requirements and specifications.
4. **Execution of Hotel Agreement.** Each hotel's general manager must sign one copy of the hotel agreement, which should be made part of the bid submission.
 5. **Attachment F.** To be filled out by the host institution/conference, should also be included with the bid submission. Without exception, the NCAA has the sole authority to identify which hotels will be designated for the media, teams and game officials, and determine a ranking of team hotels. In addition, the NCAA has the sole authority to determine which teams stay in which properties.

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SECTION V: HOST INSTITUTION/CONFERENCE RESPONSIBILITY

An NCAA Division I member institution(s)/conference(s) must serve as host. The host shall work in close cooperation with NCAA staff to ensure the policies and the mission of the Division I men's basketball committee are met.

A host institution's team shall not be assigned to the site where it is serving as host. A host conference may have teams from its membership assigned to its site, provided the assigned teams have not played more than three games at that site during its season, not including exhibitions and post-season conference tournaments, during the basketball season in which the conference will serve as host.

1. Host Requirements. The host institution/conference or local organizing committee must provide, at its expense, the following:

a. Championship Host Personnel. Below is a list of the individuals necessary for the championship. (Please refer to the Host Operations Manual for a complete listing of positions and corresponding duties.)

- (1) Tournament Director.
- (2) Tournament Manager.
- (3) Lodging Liaison.
- (4) Teamworks Power User.
- (5) Décor/Signage Coordinator.
- (6) Executive Coordinator.
- (7) Game Officials Liaison.
- (8) Marketing/Ticket Sales Contacts.
- (9) Catering Liaison.
- (10) Catering Contact.
- (11) Laundry Contact.
- (12) Host Game Presentation Contact/Stage Manager.
- (13) Video Control Room Manager.
- (14) Band/Spirit Squad Communication Liaison.
- (15) Courtside Table Board Operator.
- (16) Transportation Coordinator.
- (17) Airport FBO Contact.
- (18) Team Arrival/Departure Contact.
- (19) Police Escort Contact.
- (20) Athletic Trainer. *
- (21) Tournament Physicians. *
- (22) Drug Testing Coordinator.
- (23) Court Attendant Coordinator.
- (24) Court Attendants.
- (25) Scorer's Table Personnel. *
- (26) On-Site Practice Coordinator.
- (27) Off-Site Practice Coordinator.

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- (28) Locker Room Attendants.
- (29) Team Bench Attendants.
- (30) Team Site Control.
- (31) Team Check-in Attendants.
- (32) Band/Spirit Squad Check-in Attendants.
- (33) Band/Spirit Squad Hosts.
- (34) Band/Spirit Squad Greeters.
- (35) Band Corral Monitors.
- (36) Competition Venue Event Coordinator.
- (37) Competition Venue Ticket Manager.
- (38) Competition Venue Marketing Contact.
- (39) Frequency Coordinator.
- (40) Media Coordinator.
- (41) Media Workroom Coordinator.
- (42) Copier Operators.
- (43) Copier Technicians. *
- (44) Interview Room Coordinator.
- (45) Interview Room Moderator.
- (46) Quote Takers.
- (47) Microphone Holders.
- (48) Photo Workroom Coordinator.
- (49) Telecommunications Help Desk Assistants.
- (50) Upper Media Manager.
- (51) Floor Photo Stewards.
- (52) Upper Photo Steward.
- (53) Stat Runners.
- (54) Mini-Cam Steward.
- (55) Media Shuttle Monitors.
- (56) Credential Distribution Coordinators.
- (57) Stats Crew. *
- (58) Photo Vest Monitor.
- (59) Locker Room Media Stewards.
- (60) Coach/Student Athlete Media Escorts.

*This position is a reimbursable expense.

- b. Commercial General Liability, Automobile Liability and Workers Compensation coverage. See Section I.14 for detailed requirements. This insurance requirement is separate from the insurance requirement needed from the venue.
- c. Each host institution/conference will indemnify and hold the NCAA harmless from any and all suits, claims, demands, liabilities, costs, expenses and attorney's fees arising out of the exercise by each host

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institution/conference or the rights granted to it pursuant to this agreement, provided that such suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees are not proximately caused by the NCAA and the NCAA shall notify each host institution/conference within a reasonable time of any such claim or litigation to which this indemnity shall apply.

- d. The NCAA will indemnify and hold each host institution/conference harmless from any and all suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees arising out of the exercise by the NCAA or the rights granted to it pursuant to this agreement, provided that such suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees are not proximately caused by the host institution(s)/conference(s) and each host institution/conference shall notify the NCAA within a reasonable time of any such claim or litigation to which this indemnity shall apply.
- e. Host organization(s) will work with local airport/FBO and TSA operations to ensure that adequate passenger screening and ground handling logistics are available for charter flights for after-hours flight operations.
 - (1) Where airport curfews exist, the NCAA and participating institutions will plan all team departures & arrivals within the curfew time limits. Host organizations will agree to work with the local airport authority for leniency and fee waivers if unexpected flight irregularities occur within the curfew limits. Additional consideration will be given to host organizations that are able to waive curfew guidelines during NCAA tournament movements.
- f. Host organization(s) must arrange a minimum of three (First Four and regionals)/six (first/second rounds) off-site practice courts for teams to use during the championship at no expense to the NCAA or participating teams. These courts should be located as near as possible to the team hotels and the competition venue, and available from the day before the first scheduled practice at the competition venue until the last day of competition. The courts are required to be regulation playing size and have the men's Division I restricted arc and 3-point lines.

2. Championship Administration. Administration of the championship is under the authority of the NCAA Division I Men's Basketball Committee, subject to the final authority of the NCAA Division I Board of Directors. All activities and events associated with the championship are to be administered and approved by the Division I Men's Basketball Committee. Each host institution/conference agrees to administer the championship under the terms of these specifications and the Division I Men's Basketball Championship Host Operations Manual.

3. Financial Responsibility. Each host institution/conference shall administer the finances of the championship in accordance with the Association's executive regulations and consistent with the budget submitted by it and approved by the NCAA.

4. NCAA Statement of Inclusion. The NCAA encourages its host institutions/conferences to embrace the NCAA's stated interest of sustaining a welcoming, safe and supportive culture for all.

NCAA SITE SELECTION PROCESS



SECTION VI: MARKETING

Ticketing Sales Phases. The championship ticketing sales phases are developed to maximize resources while using local organizing committee staff time efficiently and effectively to obtain the maximum return on investment. The staff will coordinate the sales phase efforts and execute deliverables in collaboration with the host and venue marketing and ticketing staff.

1. **Marketing Contacts.** The host institution must designate marketing contacts for the championship, i.e., a minimum of one contact from the host institution, one contact from the venue and one contact from the Sports Commission, CVB, etc. The marketing team must be familiar with marketing strategies that have worked in the community to sell tickets and drive attendance. It is the primary responsibility of the marketing team to work closely with the NCAA staff to create and implement the championship marketing plan.
2. **Expectations.** The marketing team is expected to execute the following:
 - a. Participate in monthly marketing and ticketing conference calls with NCAA marketing and ticketing staff.
 - b. Complete and maintain a marketing plan and budget as well as providing updates to NCAA staff as requested.
 - c. Develop marketing goals. The primary focus should be driving ticket sales and attendance at the championship.
 - d. Maximize community awareness and attendance during open practices.
 - e. Know the marketing budget. The NCAA championship tournament manager on your campus or the NCAA Tournament Operations point person can communicate your marketing budget.
 - f. Map out the timeframe to market the championship.
 - g. Determine how to best use the marketing materials provided by the NCAA.
 - h. Establish grassroots initiatives to implement in your local and regional communities.
 - i. Explore opportunities with traditional media (digital, social media, print, radio and television) in your area.
 - j. Secure competition venue and host in-game mentions in events and contests leading up to the championship.
3. **Marketing Plan.** The host is required to submit a marketing plan according to the timeline below and based on the “Promotions” budget submitted as part of the bid. Prior to activation, the marketing plan must be reviewed and approved by the NCAA marketing staff. The NCAA will provide the marketing plan template in August, 8 months prior to the awarded championship. Please note the marketing plan delivery dates:
 - a. September – First draft of plan and detailed budget due
 - b. December – Updated marketing plan and detailed budget due
 - c. April – Final plan and detailed budget due

NCAA SITE SELECTION PROCESS



4. **Budget.** The host is required to submit a detailed marketing budget based on the “Promotions” budget submitted as part of the bid. Prior to spending marketing or promotions funds, the marketing plan and budget must be reviewed and approved by the NCAA marketing staff. The marketing budget should only include items needed to market the championship and drive ticket sales. These types of expenses can include, but are not limited to, grassroots marketing, mailing costs, advertising, printing costs and digital expenses. Please refer to the appropriate budget section located within the marketing plan template as a guideline when submitting your marketing plan for review.
5. **Team Pool Tickets.** The NCAA reserves pool tickets for each participating institution. Hosts are responsible for developing and executing effective marketing strategies to sell team pool tickets, which may be returned if not sold.
6. **Creative Process.** The NCAA will provide all creative/artwork in conjunction with selling tickets for the championship. This includes, but is not limited to, digital, web and print pieces, promotional signage, etc. Hosts are prohibited from creating their own designs.
7. **Radio/TV.** The NCAA will provide the television and radio commercials 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, broadcast, in venue, etc.). All spots will be made available for download via the NCAA FTP Site.
8. **Hospitality.** The NCAA reserves the exclusive right to create and sell hospitality packages (which may include tickets) for the championship and any ancillary events. Any hospitality packages contemplated by the LOC/host must be approved in advance by the NCAA.

NCAA SITE SELECTION PROCESS



SECTION VII: EVALUATION CRITERIA FOR PROSPECTIVE PRELIMINARY-ROUND HOSTS

The NCAA Division I Men's Basketball Committee shall use the following evaluation criteria when selecting sites and hosts for the championship, in no particular order:

- * Specifications. The host institution/conference shall agree to the specifications set forth by the Division I Men's Basketball Committee.
- * Hotels. All hotels must meet the standards of quality outlined in the specifications and hotel agreements. Consideration may be given to a city that can provide lodging for each team in comparable properties of superior quality at the most competitive rates. Additional consideration may be given to a city that can provide the above described hotels in close proximity to the competition venue. Contracts submitted with no redlines will receive specific attention and those with rates/redlines may eliminate cities.
- * Airline Service and Equipment. Prospective host cities must have appropriate frequency and quality jet airline service. Consideration may be given to sites with the highest frequency of daily arrivals and departures.
- * Time Period between Serving as Host for a Preliminary Round and the Final Four. If possible and as necessary, the committee will award a preliminary-round session to a site the year immediately preceding the Final Four scheduled at that site.
- * Frequency of Serving as Host. Consideration may be given to a host or competition venue that has not hosted the tournament most recently.
- * Attendance and Financial History. The committee will consider attendance figures, net receipts and the host institution's/conference's financial management from previous championships.
- * Attendance Potential. The committee will consider community interest in the championship.
- * Newly-Constructed Competition Venues. To be considered as a prospective host, a competition venue must be fully operational no later than one year prior to the awarded championship year.
- * Expenses. Prospective host institutions/conferences shall submit a proposed budget as part of the bid process.
- * Enhancements. The committee will consider all bid enhancements such as complimentary flights and hotels for NCAA committee and staff, financial guarantees for ticket sales, food and beverage discounts at the competition venue, etc.
- * History of Institution/Conference in Serving as Host. The committee will consider past administrative performance of the host institution/conference and competition venue personnel.

NCAA SITE SELECTION PROCESS



- * Conference Representation. Consideration may be given to the selection of no more than one member of any conference as a host institution/conference in a given year.
- * One Competition Venue, Multiple Prospective Hosts. If bids are submitted for the same competition venue by different institutions or conferences, the committee reserves the right to determine a host institution/conference based on the criteria contained herein. Prospective hosts and competition venues are strongly encouraged to avoid such circumstances.
- * Co-Hosts. A single host institution/conference is preferred rather than co-hosts, however, the committee may approve the selection of co-hosts if it is in the best interest of the championship.
- * One Prospective Host, Multiple Competition Venues. If bids are submitted by one institution or conference for multiple competition venues, the committee reserves the right to determine an alternate host institution/conference based on the criteria contained herein. Prospective hosts and competition venues are strongly encouraged to avoid such circumstances.
- * Regionalization Requirements.
 - * For first-/second rounds, two sites shall be selected from each region (2 in the West; 2 in the South; 2 in the Midwest; and 2 in the East). Note: no more than two first-/second-round sites may be selected in the Eastern Time zone each date (Thursday-Saturday or Friday-Sunday).
 - * For regionals, one site shall be selected from each region (1 West; 1 South; 1 Midwest and 1 East). There can be no more than two (2) Eastern time zone sites selected in any one year, although best efforts will be made to have only one (1) Eastern time zone site selected.
- * Geographic Variety within Regions. If possible, the committee shall select at least one "northern" and one "southern" site within each region.
- * Non-Division I Institution/Conference Not Eligible to Host. The committee shall not select a non-Division I member to serve as host.

NCAA SITE SELECTION PROCESS



SECTION VIII: BID SUBMISSION

The following is a schedule of activities/meetings which comprise the bid process. As needed, adjustments in schedule and logistics may be made, at the discretion of the NCAA.

A Division I member institution or member conference of the NCAA must be designated as the host institution/conference for all Division I Men's Basketball Championship rounds. The Division I Men's Basketball Committee will review all proposals and will forward its recommendations to the Men's Basketball Oversight Committee. The administration of the championship is under the authority of the NCAA Division I Men's Basketball Committee and the Men's Basketball Oversight Committee.

To submit a bid, please visit <http://championships.ncaa.org>.

Upon the announcement of sites, championship events will be awarded to hosts contingent upon the successful negotiation of contracts and submission of the documents below.

- ☐ Upload the signed Confirmation and Adherence to the General Bid Specifications.
- ☐ Upload the Enhancements and/or Exceptions to General Bid Specifications.
- ☐ Upload the signed Availability and Host and Bid Preparer Confirmation and Availability form.
- ☐ Upload the signed Confirmation and Adherence to the Sport Specific Bid Specifications.
- ☐ Upload the Enhancements and/or Exceptions to Sport-Specific Bid Specifications (Attachment A).
- ☐ Upload the Competition Venue Space Assignments Form (Attachment D) and a corresponding back-of-house diagram.
- ☐ Upload the Ticket Pricing and Fees Form (Attachment E).
- ☐ Upload the completed Preliminary Round Proposed Hotel Assignments Form (Attachment F) to the Championships Bid and Profile System.
- ☐ Upload the 15 Closest Hotels to Competition Venue form.
- ☐ Upload signed 2029-2031 Hotel Agreements. One agreement per proposed hotel. If proposing two teams at the same hotel, two agreements are required to be completed.
- ☐ Upload signed 2029-2031 Preliminary Round Venue Lease Agreements.
- ☐ Upload signed NCAA Host Venue Alcohol Agreement form.
- ☐ Upload the venue's complete ticket manifest, including suites and a PDF or CAD drawing of the venue's basketball seating configuration and venue suite map.
- ☐ Upload the Competition Venue Sustainability Plan.
- ☐ Upload the Competition Venue Changeover Between Session Plan.
- ☐ Update Key Contacts in the Championships Bid and Profile System – Bidding parties should enter their key contacts within the institution's or conference's profile and bid submission.
- ☐ Complete the proposed budget using the Championships Bid and Profile System – Budget System tab and template.



The adherence to the bid specs, availability and host and bid preparer confirmation, sport-specific bid specification agreement, hotel agreements venue lease agreement and venue alcohol agreement must contain the appropriate signatures and complete responses and/or information. Final versions of each of the aforementioned agreements/documents must be uploaded to the NCAA Championships Bid and Profile system, which can be accessed by clicking on the following link:

[NCAA Championships Bid and Profile System](#)

Bid Timeline. The timeline for the championship site selection campaign is as follows:

September 15, 2025	Host Symposium at NCAA National Office
Winter 2025	Bid Specifications Published
Summer 2026	Bid Portal Opens
Fall 2026	Bid Responses Due
Winter 2026	Committee Deliberations, Recommendations and Approvals
Early 2027 (January/February)	Host/Sites Announced

Hosts Determined. There will be an official announcement of championship hosts issued by the NCAA. Following the official announcement, each prospective host will receive a letter via email regarding the status of their bid.

Bids are awarded in principle pending the successful negotiation/resolution of any exceptions declared in the bid documents as well as the negotiation and contracting of sufficient hotel and ancillary space as defined in the bid specifications.

Questions and Requests Related to Bid Materials. Kasey Gengler of the NCAA Men’s Basketball staff has been designated to receive, coordinate and facilitate the response to any and all questions, requests for clarification or additional information pertaining to these materials:

Kasey Gengler
Associate Director of Men’s Basketball Championships
kgengler@ncaa.org
(317) 374-4631 (work)



All questions should be submitted to Kasey through the designated bid preparer. Additionally, any/all responses and/or clarifications will be provided directly to the bid preparer with the understanding that he/she will disseminate locally. **If a discrepancy exists between the General Championship Bid Specifications and the Sport Specific Bid Specifications, the Sport Specific Bid Specifications will take precedence.**

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

Questions or requests which pertain to process or a clarification of the materials in any way which are deemed beneficial to all bid cities will be available in the Division I Preliminary Round Bid documents found on the [Championships Bid and Profile System](#). Time-sensitive clarifications may be distributed at any point if deemed appropriate given the nature of the clarification or the benefit it would provide to all cities preparing a bid.

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

SECTION IX: AGREEMENT TO TERMS AND CONDITIONS

The championship host that is bidding on the Division I men's basketball championship agrees to all terms and conditions as outlined above in this Sport-Specific 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 Division I men's basketball 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

Prospective hosts who do not agree with all requirements in this document shall select "No" above and complete Attachment A specifying the terms the prospective host is proposing. Please note any proposed revisions to the language in this document must be specified in Attachment A to be considered. Any revisions, deletions, stipulations, etc., made directly in this document to the specifications listed above shall not be accepted.

(NOTE: This form must carry the signatures of both the director of athletics of the prospective host institution or commissioner of the prospective host conference and the competition venue manager. If the competition venue is considered an on-campus venue that is owned and controlled by the host institution, the athletics director's signature shall suffice as the required signature for a representative of the competition venue.)

Athletic Director or Commissioner
Name:
Title:
Institution/Conference:
Address (Please list street, city, state, zip for overnight mail):
Phone:
Email:
Signature of Athletic Director or Commissioner:



Athletic Director or Commissioner if Co-Hosting
Name:
Title:
Institution/Conference:
Address (Please list street, city, state, zip for overnight mail):
Phone:
Email:
Signature of Athletic Director or Commissioner:

General Manager (GM) of Host Competition Venue
Name:
Title:
Institution/Conference:
Address (Please list street, city, state, zip for overnight mail):
Phone:
Email:
Signature of general manager:

(GM's signature required if competition venue is an off-campus venue)



**Enhancements and/or Exceptions to the Sport-Specific Bid Specifications
NCAA Division I Men's Basketball
2029, 2030 and 2031 Preliminary Rounds**

Site:

Please note any proposed enhancements and/or exceptions to the language in the sport-specific bid specifications must be specified below to be considered. Changes on the document will not be accepted.

- **Enhancement or Exception** – Please specify whether any proposed changes are enhancements to the standard specifications or exceptions to the specifications. Enhancements are items the prospective host proposes as an added value above and beyond the specifications. Exceptions are items the prospective host is not agreeing to or cannot satisfy the terms of the specifications.
- **Page #** – Please specify the page number of the standard specifications that contains the clause.
- **Clause** – Please specify the clause in the standard specifications (e.g., Sec. I, 1b) in which a revision is proposed.
- **Proposed Language** – Please specify the new language that you are proposing to replace the specified clause in the standard specifications.

[illegible]

or Exceptions to the General Championship Bid Specifications
NCAA Division I Men's Basketball
2029, 2030 and 2031 Preliminary Rounds

Site:

Please note any proposed enhancements and/or exceptions to the language in the sport-specific bid specifications must be specified below to be considered. Changes on the document will not be accepted.

- **Enhancement or Exception** – Please specify whether any proposed changes are enhancements to the standard specifications or exceptions to the specifications. Enhancements are items the prospective host proposes as an added value above and beyond the specifications. Exceptions are items the prospective host is not agreeing to or cannot satisfy the terms of the specifications.
- **Page #** – Please specify the page number of the standard specifications that contains the clause.
- **Clause** – Please specify the clause in the standard specifications (e.g., Sec. I, 1b) in which a revision is proposed.
- **Proposed Language** – Please specify the new language that you are proposing to replace the specified clause in the standard specifications.

[illegible]

BEST PRACTICES FOR NCAA CHAMPIONSHIPS COMPETITION VENUE SAFETY AND SECURITY

1. **Non-Event Day Security Operations.** (NOTE: It is recommended that these practices commence a minimum of thirty days prior to the start of the Championship and also apply to move-in, move-out and other times during the Championship when the competition venue is not open to teams, media or guests).
 - b. Establish a secure inner perimeter around the competition venue (normally, this will be the walls of the competition venue structure) with limited and controlled vehicle and people access points into the facility;
 - c. Utilize internal and external digital cameras (with pan, tilt and zoom, and monitoring capabilities) as appropriate, covering the seating bowl, concourses, perimeter and all other vulnerable areas. Monitor the system twenty-four hours a day, seven days a week. Maintain sufficient video storage capacity to retain images for a reasonable period of time;
 - d. Provide sufficient security staff twenty-four hours a day, seven days a week;
 - e. Limit deliveries as appropriate:

Limit daily or weekly delivery times;

Inform vendors that all delivery vehicles may be subject to search to include undercarriage, interior, exterior, storage area, etc. Searches should be performed at a location away from the loading dock;

Accept deliveries by appointment only and/or authorized by the appropriate competition venue supervisor;

Reserve the right to inspect any delivery;

All check-ins and deliveries should be received by the person or department to which it is addressed;

Do not leave deliveries unattended on the loading dock.
 - f. Keep a record of each vehicle, driver and helper(s) entering and leaving the secured area by use of a log or permit system. Identify driver and helper(s) by photo identification;
 - g. Issue badges with photographs for regular employees, staff and subcontractors. Identify, log-in/out and issue self-expiring day passes to all authorized visitors. Escort visitors into and out of the competition venue with appropriate departmental staff;
 - h. Inspect large items brought into the competition venue;
 - i. Provide detailed training on inspection procedures to all security staff;

- j. Secure and protect with locks and/or tamper proof seals on all HVAC, mechanical, gas, and fuel systems. Test backup systems in compliance with local codes to ensure they are properly maintained and functional. Secure flammables and combustibles in an approved secure area;
 - k. Be aware of chemicals, fertilizers and propane cylinders stored in the facility area that could be used as a component in an explosive device. Ensure proper storage of all combustibles and gases. Store and handle in compliance with state regulations;
 - l. Patrol the competition venue to ensure there are no unauthorized vehicles or personnel on the grounds. Do not allow unauthorized vehicles to remain and limit public access to the greatest extent possible. Be alert for any suspicious activities and work with police in conducting periodic unscheduled police patrols around the competition venue;
 - m. Keep competition venue clear of clutter and debris. Store equipment and materials in an orderly manner. Check and empty dumpsters and trash receptacles regularly. Do not place dumpsters under structural supports when and where possible.
2. **Event Days Security Operations.** (NOTE: This includes days and times when teams, media, and/or guests are permitted in the competition venue. Event Day security operations should be an extension and enhancement of security procedures already in place during non-Event Day security operations.)
- a. Inside the Competition Venue Walls (inner perimeter).
- Ensure a complete and thorough inspection of the competition venue is conducted. Secure gates and remove all unauthorized vehicles and personnel, creating a secure inner perimeter. Identify inspected remaining vehicles with a visible permit or decal. Ensure the facility works with local law enforcement agencies to determine the times to conduct sweeps of the facility with trained dogs prior to the event;
- ALL HVAC, mechanical and gas/fuel systems and other critical systems should be inspected and protected with locks and/or tamper proof seals. Security should be assigned to guard vulnerable systems, including air intakes. If local fire codes allow, consider installing a central emergency shut-off switch for the HVAC system;
- Ensure food dispensing and handling procedures are reasonably secure to prevent tampering and contamination;
- Establish access control gates for all vehicles, employees, event staff, police, media and all others credentialed by the NCAA. Ensure those authorized go through a pat-down procedure and identities verified;
- Provide adequate private security and uniformed police officers staffing inside the inner perimeter, to include all concourses throughout the seating bowl, in and around the playing court, and all NCAA related back-of-house space;

Accept only authorized, scheduled and identified emergency or highly perishable deliveries on event days. To the extent practical, consider not allowing any deliveries within two hours prior to the opening of the admission gates for the event. Inform vendors that all delivery vehicles may be subject to search to include undercarriage, interior, exterior, storage area, etc. Searches should be performed at a location away from the loading dock;

Only ticketed guests, individuals with proper credentials/badges/wristbands or players in uniform shall be allowed inside the competition venue walls. All must undergo a security inspection.

b. Hardened 100-foot Perimeter.

Establish a secure hardened vehicular perimeter area around the competition venue at least 100-feet from the walls of the competition venue to the maximum extent possible. Protect areas on the perimeter vulnerable to forced vehicle entry with substantial barricades. Include the use of Jersey barriers, reinforced concrete decorative planters, bollards and/or large trucks or buses. Configure the barriers in such a manner as to prevent any type of forced vehicle entry. Close roads and streets adjacent to the competition venue, where feasible. Inspect and label all vehicles allowed inside the 100-foot perimeter.

c. Credential Procedure.

The NCAA will maintain a record of persons issued credentials for control purposes and provide the list to the appropriate competition venue point of contact;

To the extent practical, all personnel submitted for credentialing should undergo a criminal background check prior to submittal for credentialing.

Any supplemental wristbands or other non-ticket admission devices must be submitted to the NCAA for approval. All proposed devices shall be of a design and color code substantially different from any other event;

Require that all credentials be worn at all times and clearly displayed. All members of the official travel party, bands and cheerleaders must wear a credential or other authorized device, except for uniformed players of the competing teams. To assist with access control, display credential boards at all access control points;

Train access control personnel in credential recognition and access. Provide credential boards to key staff and post in critical locations.

d. Gate Access and Management.

i. Public Gates.

Post uniformed police officers at each public entrance gate trained to observe for suspicious behavior (i.e. surveillance by individuals who may be looking for weak security; clothing inconsistent with weather) and to backup inspections;

maintain law enforcement presence around the gates and the perimeter of the facility throughout the event;

Establish security patrols (security vehicles, bicycles, roving personnel, etc) in the parking lots and perimeter of the facility;

Prohibit coolers, large backpacks, large bags, explosives and weapons. See Appendix 1 for detailed list of items and sample language. Consider the use of templates at each public access gate to show allowable package size. Inspect all items prior to being permitted into the competition venue. Use search sticks or pen lights to assist in the inspections;

Pat-downs must be done by like gender security personnel, lightly touching/patting the full circumference of the waist – at the belt line. The center of the back from the belt line to the collar line must also be patted down;

Ensure adequate staff, trained in conducting bag searches, pat-downs, recognition of suspicious behavior and other critical activities, is available at public gates to handle security checks efficiently;

Publicize the policy concerning inspections and identify prohibited items (Note: Signage, notices and announcements should inform patrons that they will be subject to inspection as a condition of entry into the competition venue);

- Send press releases to the media and notices of policy to mass transit system operators, participating hotels and taxi operators;

- Post signage and distribute leaflets in the competition venue and satellite parking lots, and at logical transit sites;

- Use loop announcements and staff at key locations to provide information concerning allowable/prohibited items.

Open all public gates at the same time;

Keep ticket taker responsibilities separate and distinct from those having security responsibilities;

Personnel that are properly trained and equipped constitute the primary element of a successful security program. Schedule frequent periodic training for security personnel, maintain a record of training; including gate staff, in what to look for and proper inspection procedure;

Provide periodic security awareness training for non-security staff such as ushers, food service personnel and others. Maintain a record of training.

ii. Media and Staff Gates.

Conduct visual inspections and pat-downs of all guests, employees, vendors and game production personnel after lockdown of the competition venue on event

days. At a minimum, the same inspection criteria applied to guests should be consistently applied to all other individuals entering the competition venue on event days including employees, staff, contractors, vendors and media. Competition venue management should be prepared to implement additional security and screening measures should the Department of Homeland Security elevate the alert level;

Use search sticks and pen lights to assist in the bag inspections. After being inspected, apply color coded tags to all media and staff bags allowed into the competition venue.

e. Integrated Operations Center (IOC).

To facilitate decision making, the IOC should have a direct view or video monitoring capabilities of the seating bowl and playing court. NOTE: As part of the NIMS Incident Command System, a multi-agency Forward Command Post may be established which will serve the function of Incident Operations Center;

Staff IOC with the following: police, fire, EMT, competition venue management, NCAA representative, private security, and other key individuals such as public works, department of transportation, FAA, etc. The competition venue should designate an experienced employee as the security director/incident commander to lead and coordinate all emergency related activities until the situation can be turned over to the appropriate public safety commander;

The IOC should include a Public Information Officer (PIO). The PIO advises the incident command on all public information matters relating to management of the incident. The PIO handles inquiries from the media, the public, and elected officials; emergency public information and warnings; rumor monitoring and response; media monitoring; and other functions required to gather, verify, coordinate, and disseminate accurate, accessible, and timely information related to the incident.

Provide a secure incident room designated for decision-makers. Monitors in the IOC with feeds to monitors in the incident room are beneficial;

Designate a backup IOC in the event the primary IOC has to be evacuated. Locate the backup outside the competition venue with good communications and sufficient staff/equipment to serve as an IOC. A mobile police command vehicle may be considered;

Ensure reliable communications with backup systems are in place and tested. Include outside lines, competition venue extension phones, police, fire, and EMT radios, ring downs and contact with NCAA and its public relations designee. There must be reliable communications between the IOC and the PA/videoboard staff in order for the IOC to authorize and direct the broadcast of emergency scripts and messages. Issue satellite phones to key competition venue and emergency personnel;

Prepare and maintain an integrated event day incident log.

3. **Threat Assessment and Emergency Plans.**

- a. Protocols for threat assessment including (but not limited to) bombs, persons with firearms, chemical/biological threats, threats against specific persons, severe weather/natural disasters:

Document the conduct of any Joint Terrorism Taskforce (JTTF) Threat Assessment and any additional competition venue threat analysis, vulnerability assessments, consequence analysis and security audits. This information should assist in the development of the competition venue security and emergency plan;

Establish protocols for both Event Day and Non-Event Day situations;

Conduct at least one discussion-based exercise 30 days before the NCAA license period and record the results, findings, recommendations and agreements. This exercise should validate and assess all key personnel's understanding of the following:

Review the competition venue's emergency procedures and protocols;

Coordination between the IOC and the Unified Command Center during an emergency incident and a non emergency situation;

Flow of communication between the NCAA personnel, facility management and the first responders (police, fire, EMS, EMA and public works);

Management and decision making processes for emergency situations and Event-Day related incidents (command and control);

Review all Crisis Management Team (CMT) members' roles and responsibilities.

Provide checklists and training for phone operators in the case of phone threats. Install caller identification and/or coordinate phone call trap capability with the phone company for publicly accessible numbers;

Specify persons to be notified and order of notification (NOTE: the notification list should be updated within thirty days prior to the beginning of the Championships Period. Provide critical management personnel with written and electronic copies of the updated list.);

Clearly establish protocols for investigating and reporting a given threat or suspicious package. All threats should be considered serious and will be forwarded to the appropriate law enforcement agencies;

Establish a "Major Incident Briefing" prior to each of the designated rounds of competition hosted at the venue. (See Appendix D).

b. Emergency Plans.

The NCAA strongly recommends that the regional, state, county and local agencies having jurisdiction at the competition venue adopt NIMS in planning and managing their activities related to the Championships. Five major components make up this systems approach: Preparedness, Communications and Information Management, Resource Management, Command and Management, and Ongoing Management and Maintenance.

The competition venue, in conjunction with the Department of Homeland Security (DHS), JTTF, other federal, state and local officials shall submit a coordinated plan for emergency preparedness and response, including all aspects of public safety including but not limited to: traffic control, threat assessment, emergency preparedness, command and control, and communication. The competition venue shall be required to integrate the activities of law enforcement, public health, public safety, emergency medical services (EMS), emergency management organizations and health care organizations. This plan shall be consistent with national standards, industry best practices, takeaways for similar events and observation/evaluation of previous championships in the respective sport;

Identify the CMT and alternates and designate their authority and responsibility;

Establish a clear Chain-of-Command Authority for both normal operations and particularly in case of an emergency;

Ensure that the agencies having jurisdiction over the competition venue has established and equipped a Unified Command Post (UCP) using NIMS protocol. Designate an alternate operations center for continuity of operation should the competition venue become unusable;

Establish a system for rapid emergency notification of essential personnel. Include contact numbers for personnel identified above and give sequence of notifications. This information may be provided in an appendix to the plan and updated when changes are made but no later than thirty days prior to the Championships Period. This contact information should be distributed to the NCAA, LOC and other essential personnel;

Develop an emergency communications plan designating how information will flow both internally and externally. Establish primary and backup communications systems;

Develop procedures for emergency public information and media management, including pre-scripted media and public address announcements for anticipated incidents, to include, but not limited to natural disasters, weather, bomb threats and other potential disasters. Establish a remote media briefing area and adhere to NIMS protocol in media relations;

Include detailed disaster plan and establish protocols in advance for game delays, cancellations, bomb threats, partial and full evacuations, shelter in place and other emergencies;

Prepare an evacuation video including specific instructions and evacuation routes for all patrons. Display the video on the competition venue video at the time designated by the NCAA;

Subscribe to private local site-specific weather forecast service and consider obtaining a NOAA weather warning radio;

Include an emergency medical plan or write a separate plan. Include clear procedures for a catastrophic event, requiring primary and secondary triage. Designate triage and transport sites. Identify and secure emergency routes in and out of the competition venue (in the context of local area emergency plan);

Conduct at least one emergency drill within the quarter preceding the Championships Period. Include incident management training for CMT members and UCP personnel. Key NCAA staff should be included in the drills. Prior to the drill, key parties should familiarize themselves with the procedures and communications protocols;

All emergency equipment should be tested for operability prior to the exercise. The emergency equipment includes but is not limited to: PA systems, alarm systems, emergency announcements, alternate command sites, back-up communication and any other emergency assets;

c. After Event Review (Lessons Learned).

The NCAA Championships *Best Practices* guide is an evolving document. Based on changes in technology and practices we recommend an After Event Review report to be completed no later than 30 days after the commencement of the NCAA license period. This report should include: copy of the incident log for the entirety of the event, detailed security concerns and actions (ejections, arrests, scalping, fraudulent tickets and any other security breaches) and medical emergencies. Most importantly, included in this report should be lessons learned and any suggested best practices that could assist a future Championships competition venue.

4. **Special Considerations.**

a. Seating Bowl and Spectator Areas.

Where applicable:

Ensure ushers are trained to maintain constant vigilance on their area of responsibility or “zone” at all times;

Ensure a system is in place where an usher can summon assistance (medical, security, cleaning, etc.) without leaving their area of responsibility;

Encourage guests to remain on their assigned levels of the competition venue;

Utilize PA announcement/video board to reinforce restrictions on ticket resale;

Ensure that ushers are staffed at each seating section entrance, especially those seating sections with direct access to the competition area;

Utilize cameras and observers to manage guests and identify incidents;

Any non-essential staff and equipment should be removed from aisles and concourses;

b. Competition Area.

The Competition Area should be protected from unauthorized access by a combination of physical barriers, security guards, ushers and law enforcement officers. A plan appropriate to the competition and the venue should be developed and submitted to the NCAA no later than 30 days prior to the commencement of the Championship.

c. Competition Area Altercation.

- i. During any altercation in the competition area, the game officials are responsible for determining if the assistance of security is required. The venue's security supervisor must identify him or herself to the game officials and indicate his or her normal location in the competition venue.
- ii. During a competition area altercation, the assigned security supervisor should move to a designated location that is nearest the incident to facilitate communication with the game officials, if necessary.
- iii. Implement necessary security if a participant leaves the competition area and attempts to engage a fan. In recognition that each competition venue is aware of its own capabilities and applicable law, the competition venue must develop its own best practices for implementing "necessary security" in these circumstances. Necessary security may include a combination of internal security, retained external security, local police, or any combination thereof.

d. Locker Rooms.

- i. A minimum of one competition venue security person must be positioned at each access point to the participating institutions' and officials' locker rooms before and during the game, and until all participating institution personnel and game officials have departed the competition venue.
- ii. Each security staff member positioned at the door to the officials' locker room must be directed to permit access to the locker room to **only** the following individuals: a) the game officials working the game; 2) NCAA personnel (after the presentation of an NCAA photo credential); and 3) the individuals on the officials' locker room access list.
- iii. No one else is allowed to enter the officials' dressing room. Unauthorized individuals attempting to enter the locker room must be told that they cannot enter the locker room because they are not authorized to have access.

- iv. If an individual insists that he or she needs access to the officials' locker room, the security staff member should locate the NCAA in the competition venue and explain the situation to him or her. The NCAA will make the final decision as to whether the individual should be provided access to the locker room.
 - v. Provide a procedure (e.g., dedicated safe, secured locker) to facilitate safeguarding the valuables owned by the participating institution student-athletes while at the competition venue. This procedure must be such that the valuables are only accessible to the participating institution and the competition venue security director and his/her designee. The details of this procedure must be reported to the NCAA.
 - vi. Consideration should be given to conducting an electronic sweep of the locker room areas to insure there are no audios listening devices or cameras located in these areas.
- e. Fans in the Competition Area.
- Should a fan enter or attempt to enter the competition area, venue security must immediately take the necessary means to remove the fan from the court and the competition venue consistent with the competition venue's Court Intrusion Plan.
- f. Dignitary Movement.
- i. Identify and maintain a list of all dignitaries with their arrival times and seat locations. National protectees and elected officials with security details attending the event should be contacted in advance to review the NCAA admissions policies, the venue's requirements and any special requests;
 - ii. Consideration must be given to the movement of dignitaries to and from their designated seating location to any special recognition locations, as determined and approved by the NCAA;
 - iii. Movement of such dignitaries must be scheduled and planned in advance in consultation with the NCAA.
- g. Pre- and Post Game Ceremonies.
- There may be several activities which require special security, crowd and transportation management. These include but are not limited to the Anthem talent, Hall of Fame inductees, special service recognition, MVP presentations and entertainment presented by the competing institutions. When practical, rehearsals for these activities should occur and include the security personnel assigned to these events.
- h. Fan Behavior Notification.
- Utilize a text messaging system to receive, manage and track complaints from fans reporting violations of the Code of Conduct (see Appendix 4). Static signage inside the stadium seating area that clearly describes how to send a message requesting assistance should be employed.

NCAA CHAMPIONSHIPS SAFETY AND SECURITY TEAM CONTACT INFORMATION

Championship(s): _____ Division: _____

Host Institution/
Conference: _____

Facility Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

SAFETY AND SECURITY TEAM

	Position	Cell	Home
	NCAA Championship Manager		
	NCAA Secondary Championship Manager		
	NCAA Site Representative		
	Tournament Director		
	NCAA Media Coordinator (if applicable)		
	Sports Information Director (SID)		
	Athletic Trainer		
	Tournament Physician		
	Facility Manager		

LOCAL EMERGENCY NUMBERS

Local Police Department	
Local Fire Department	
Local EMS	
State Police	
State Health Official	<div style="display: flex; justify-content: space-between;"> <u>Name</u> <u>Cell</u> <u>E-mail</u> </div>
County Health Official	<div style="display: flex; justify-content: space-between;"> <u>Name</u> <u>Cell</u> <u>E-mail</u> </div>
Poison Control Center	800/222-1222

LOCAL HOSPITALS

Name	Address	Phone Number

Upon entry into the University of Phoenix Stadium, March Madness® Music Festival and Final Four® Fan Fest, the following policies will be in effect:

- Bag Policy (See approved and prohibited bags below)
- All individuals will be subject to a search upon entry.

****Failure to comply with venue and event management will result in denial of entry.**

The following items will be prohibited from the University of Phoenix Stadium:

- Animals (except service animals to aid guests with disabilities).
- Artificial noisemakers or noisemaking devices of any kind.
- Prohibited bags include, but are not limited to, the following: all purses, bags or containers larger than a small clutch bag (5.5" x 8.5"), coolers, briefcases, backpacks, fanny packs, cinch bags, luggage of any kind, computer bags and camera bags.
- Balls or any object that can be used as a projectile.
- Cameras with professional lenses longer than 4", GoPros, video recorders and mono/tripods on game days. (Cameras, GoPros, etc. are only allowed on open practice day).
- Chewing tobacco or e-cigarettes.
- Outside food & beverage and containers of any kind (except for guests with medical and dietary needs).
- An exception will be made for factory-sealed water bottles 16.9 oz. or less, unfrozen).
- Fireworks or weapons of any kind (firearms, knives, etc.).
- Folding chairs, stools or other seating devices.
- Illegal drugs.
- Laser pointers.
- Poles or sticks of any kind, including selfie-sticks.
- Signs or flags larger than 3' x 2'.
- Umbrellas.
- Any other item(s) determined by event management to be dangerous or inappropriate will not be allowed into NCAA events.

****All individuals, regardless of age, must have a valid event ticket to enter the University of Phoenix Stadium on game days.**

****There will be no re-entry into the University of Phoenix Stadium on game days.**

The following behavioral policies will be strictly enforced:

- The use of duplicate or unlicensed tickets will result in expulsion.
- Profanity will not be tolerated and may result in expulsion.
- The use of obscene or indecent clothing will result in expulsion.

Suggestions to make your visit more enjoyable:

- Nonpermitted items can be discarded or returned to the guest's vehicle or hotel room.
- Please store items left in vehicles out of sight.
- University of Phoenix Stadium guests with disabilities should contact Guest Services at 623-433-7139 in advance for parking, admission and seating accommodations.



PROHIBITED BAGS



Backpacks



Purse



Camera Bag



Binoculars Case



Fanny Pack



Seat Cushion



Diaper Bags



Printed Pattern Plastic Bag

APPROVED BAGS



12" X 6" X 12"
Clear Plastic Bag

— OR —



(1) Gallon
Clear Plastic Storage Bag



5.5" X 8.5"
Clutch Purse



5.5" X 8.5"
Clutch Purse



3" X 4"
Clutch Purse

NO CONCEALED OR OPEN CARRY



NCAA.com/FinalFour

NCAA Championships Fan Code of Conduct

The National Collegiate Athletic Association (NCAA), the host institution and the host venue are committed to creating a safe, comfortable, and enjoyable sports and entertainment experience. Fans have a right to expect an environment where:

- Student-athletes respect and appreciate each and every fan.
- Guests will be treated in a consistent, professional and courteous manner by all venue and NCAA personnel.
- Guests will enjoy the sporting experience free from disruptive behavior and will be treated with dignity and respect by other spectators attending the game. Obscene or indecent messages including foul, sexist, racial, obscene or abusive language or gesture on signs or clothing will not be permitted.
- Guests will sit only in their ticketed seats and show their tickets when requested.
- Guests who engage in behavior that is reckless, dangerous, disruptive, or illegal in nature, including but not limited to fighting, throwing objects or attempting to enter the court will be immediately ejected from the arena.
- Guests will comply with requests from the facility staff regarding venue operations and emergency response procedures.

The venue staff has been trained to intervene when necessary to help ensure that the above expectations are met, and guests are encouraged to report any inappropriate behavior to the nearest usher, security guard, or guest services staff member. Guests who choose not to adhere to these provisions will be subject to ejection without refund, and may also be in violation of local ordinances resulting in possible arrest and prosecution.

The NCAA, the host institution and the host venue thank you for adhering to the provisions of the Championships Fan Code of Conduct.

Definitions

Major Incident Briefing: A security briefing should be conducted before the semi-final and final games. The briefing should include the sport committee representative; NCAA staff; tournament manager; table crew; timeout coordinator; game official; security representative(s); representatives from each participating team; broadcasting network representative; medical support,; and other personnel deemed appropriate. The purpose of the briefing is to provide information on facility procedures for evacuating student athletes, coaches and officials from the court in the event of an emergency. General emergency procedures should also be discussed. A clear method to communicate an emergency should be established between the designated facility representative and the referee. These briefing(s) may be included as part of other game-day scheduled meetings or be held no later than the start of each game.

Event Day: The times the NCAA conducts events in the competition venue and is open to teams, media and/or guests.

Championships Period: The time period that the competition venue is under the control of the NCAA.

Joint Terrorism Taskforce (JTTF): Small cells of highly trained, locally based, committed investigators, analysts, linguists, SWAT experts, and other specialists from dozens of U.S. law enforcement and intelligence agencies. The JTTF is a multi-agency effort led by the Justice Department and FBI designed to combine the resources of federal, state, and local law enforcement.

Lockdown Period: The time period in which credentials are needed to access the competition venue.

National Incident Management System (NIMS): Provides a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

NCAA Security Advisory Group: A group of individuals working in the profession who were selected because of their knowledge and expertise in the areas of facility management, guest services management, security and/or emergency management.

Non-Event Day: Beginning 30 days before the Championships Period during which time the competition venue is not open to teams, media or guests.

Considerations for a Short Changeover Between Sessions

ATTACHMENT C

The transition from Session 1 to Session 2 during first rounds continues to be a challenge for all venues. In an effort to assist venues in planning for this critical operation during the championship, we've outlined the following items to consider.

PRIOR TO END OF SESSION 1				
Housekeeping	PA / Video Board	Merchandise/Concessions	Security	Other Considerations
Restock restrooms and empty concourse trashcans immediately prior to the end of the first session in order to focus all resources on the seating bowl during the break between sessions.	Announcements should be made during the second game of Session 1 to encourage guests to depart quickly at the conclusion of the game to allow for the most efficient re-entry.	Merchandise stands will shut down at the under four-minute media timeout of the second game of Session 1.	Reposition ushers to the bottom of the aisles in the seating bowl immediately prior to the conclusion of Session 1. The ushers will assist in encouraging guests to depart expeditiously.	To ensure appropriate staffing levels venues should schedule additional numbers for housekeeping, guest services, security and ticket scanning.
Pre-stage trash bags and staff with two minutes remaining on the game clock to allow for quick access to the seating bowl. Ensure they are in an area not blocking exit lanes and are able to move quickly once their designated section is clear.	Venue specific instructions for fans that are staying for both sessions should be included.	Security staff should be prepared to manage these areas by capping lines at the designated time and ensuring no patrons form a line after the stand is closed.	Monitor gates ahead of the break to communicate with and manage any gathering crowds so the exit will go smoothly.	Venues should think through parking and entrance considerations for the supplemental crews arriving during Session 1. Patrons will take up large portions of the parking and lots may be staged for exiting patrons.
Consider sending housekeeping staff to collect trash at the media timeouts and to clean areas of the seating bowl if there are large portions of the seating bowl free of fans.		Close concession stands at the under four-minute media timeout of the second game of Session 1.	Position ushers/security on concourse to direct guests to nearest exit and provide instructions on re-entry.	Be sure to make the supplemental crew arrival time well in advance of the anticipated Session 1 end time to ensure staff have adequate time to prepare and stage.
Create plan to complete the cleaning of the bowl in segments and have a manager oversee each segment.				Work with box office to determine how many tickets are all-session tickets.
BETWEEN SESSIONS				
Housekeeping	PA / Video Board	Merchandise/Concessions	Security	Other Considerations
Plan to pick-up large trash items and "spot" mop as needed. It's not necessary to completely clean the seating bowl during the break between sessions. We would also encourage picking up the "wet" trash throughout to minimize hazards.	Video boards should post the exit message at the conclusion of the second game of Session 1 and not show any other content besides the exit message.	Restock concession stands and be ready to open when doors re-open.	If suite guests for Session 1 have tickets to Session 2, you may work with them to stay within their suite through the break after scanning their Session 2 tickets. Please communicate with those guests in advance of the break.	Get participating teams off the court as quick as possible. Hold Session 2 teams in locker room until bowl is clear of patrons.
Emphasis should be placed on the team fan seating sections due to new team fans entering those seats.	PA announcer should be available to make additional announcements as needed.	Restock merch stands and be ready to open when doors re-open.	If On Location Hospitality guests have tickets to Session 2, you may work with them to stay within their hospitality space through the break after scanning their Session 2 tickets. Please communicate with those guests in advance of the break.	An individual should be identified to monitor the cleaning and the venue entrances to make adjustments to the cleaning timeline to ensure enough time is allotted for fan entry.
Work with box office to determine which suites are flipping over between sessions and focus on those in the suite areas.			If space allows, sites are strongly encouraged to establish a holding area inside or outside the venue which allows guests to remain in secure footprint but still get tickets scanned again. Ensure it does not allow guests into the seating bowl while clean-up takes place. This will allow for a more expeditious entry process.	If housekeeping crew is short staffed pull in other event staff to help with the clean for a short amount of time to expedite the cleaning.
			Venue security staff should use discretion regarding guests with disabilities and requiring these guests to vacate the venue.	Identify an entrance for player guests to ensure guests of participating teams in game 1 of session 2 have an expedited entry process. Keep separate from general public.

Competition Venue Space/Equipment Requirements				
Space (Quantity of rooms)	Assigned Space (HOSTS TO FILL THIS COLUMN)	Furniture (number to accommodate)	Room Needs	Notes
Offices/Meetings				
Basketball committee office		Soft furniture, dining and serving tables (if necessary).	TV, internet, printer, 2 phone lines (1 speaker phone), microwave.	Security or lockable door with key. Tournament Manager/NCAA Staff/Committee access only.
Host institution/conference operations		Host preference.	Host preference (could have internet, phone, radios, etc.).	Used for office space/storage and should be close to the court.
NCAA executive office		Soft furniture (2), conference table, 4 chairs.	TV, phone line and speaker phone.	Should not order utilities until room use is confirmed by NCAA.
Corporate Relations / Officials evaluator meeting room		Table, 4 chairs.	Internet access.	
Pre-tournament/Transition/SID meeting room		10 8' skirted tables and 50 chairs.	2 60-inch TVs or projector and screen (First Four and First/Second rounds only).	Set up in U shape with chairs along perimeter for overflow. Able to accommodate 30 people (First Four and Regionals) and 50 people (First/Second Rounds)
Game Operations				
Locker Room 1 / Coaches 1		Chairs for lockers.	Minimum 15 lockers, game clock display, TV, minimum 4 restroom stalls, minimum 4 shower heads, training table, cold tub, stationary bike, portable white board and markers, towels, soap and hydrocollators.	Required to have a small room within or adjacent to locker room for a coaches' office. NCAA committee/staff will assign locker rooms.
Locker Room 2 / Coaches 2		Chairs for lockers.	Minimum 15 lockers, game clock display, TV, minimum 4 restroom stalls, minimum 4 shower heads, training table, cold tub, stationary bike, portable white board and markers, towels, soap and hydrocollators.	Required to have a small room within or adjacent to locker room for a coaches' office. NCAA committee/staff will assign locker rooms.
Locker Room 3 / Coaches 3		Chairs for lockers.	Minimum 15 lockers, game clock display, TV, minimum 4 restroom stalls, minimum 4 shower heads, training table, cold tub, stationary bike, portable white board and markers, towels, soap and hydrocollators.	Required to have a small room within or adjacent to locker room for a coaches' office. NCAA committee/staff will assign locker rooms.
Locker Room 4 / Coaches 4		Chairs for lockers.	Minimum 15 lockers, game clock display, TV, minimum 4 restroom stalls, minimum 4 shower heads, training table, cold tub, stationary bike, portable white board and markers, towels, soap and hydrocollators.	Required to have a small room within or adjacent to locker room for a coaches' office. NCAA committee/staff will assign locker rooms.
Officials locker room 1		Chairs for lockers.	Minimum 4 lockers, game clock, TV, restrooms, showers, towels, soap, stationary bike, hydrocollator and training table.	Prefer the rooms be away from team locker rooms.
Officials locker room 2		Chairs for lockers.	Minimum 4 lockers, game clock, TV, restrooms, showers, towels, soap, stationary bike, hydrocollator and training table.	Prefer the rooms be away from team locker rooms.
Host Athletic training room		Training tables.	Athletic training supplies (Refer to Section 7.4).	Prefer the room is close to team locker rooms.
Drug testing room 1		2 8' tables and 10 chairs.	3 spaces within room: Waiting area, check in/out area and private area (with restroom).	Opposing teams should not be able to see each other.
Drug testing room 2		2 8' tables and 10 chairs.	4 spaces within room: Waiting area, check in/out area and private area (with restroom).	Opposing teams should not be able to see each other.
Spirit squad warmup-up/band storage area		1 8' table.	High ceilings, carpet and cheer mats.	Host should provide full sized roll cheer mats.
Merchandise storage area		6 8' tables.		Space to inventory and store product.
NCAA Fan Hospitality Club		Standard club amenities.	Private space that can accommodate 300 individuals.	Preferred space in public areas of the venue.
Broadcast				
Broadcast dining area		Buffet tables, dining tables and 60 chairs.	Area in back-of-house.	In close proximity to broadcast compound.
TV broadcast interview room		Broadcast supplies.	300 sq. ft. minimum	Needed on off days and gamedays. Needs connectivity or path for cable home run.
TV talent "green" room		Table and 4 Chairs.	Restroom (if available).	Large enough to accommodate four people. In close proximity to the floor (if available). Broadcast will be in communication with any further/specific needs.
Radio broadcast interview area		Table and 5 Chairs.		Only used on off days.
International Production area			10 x 10 sq. ft. room in close proximity to the broadcast production trucks.	A room is preferred but a covered area in the broadcast compound would be sufficient.
Media Operations				
Courtside Media Seating		Tables covered and skirted and seating for 100 courtside.	Electrical connections (one per seat), wired internet, and stats distribution.	
Upper Media Seating		Seating for 80 in press box or other location.	Electrical connections (one per seat), wired internet, elevator access and stats distribution.	Upper media should have dedicated elevator access beginning with four minutes remaining on the game clock until two minutes remaining on the game clock prior to halftime and the end of each game.
Media work room		Tables (30" deep) and chairs for 150.	Electrical connections (one per seat), tables cover (no skirting), wireless internet.	Sufficient lighting. Include space for media concession and refreshment area.
Photographer work area		Tables and chairs (part of media workroom).	Ability to install phone and internet hard lines.	Can be a part of the main media workroom. Prefer seating for at least 30 individuals.
Radio work area		Tables and chairs (part of media workroom).		Should be in a portion of the work room with reduced noise distractions. Prefer seating for at least 10 individuals.
Media refreshment area		Serving tables (as needed), round tables (if space permits).		Should be in or adjacent to media work room.
Media concessions area		Back of house food service portal.	Based on concessionaire's needs.	Should be in or adjacent to media work room.
Duplication area		2 8' tables and 10 chairs.	Power for copiers, high speed internet.	Not in interview room. Data hub and Cat5e patch cables provided by media coordinator.
Media interview area		50 chairs, camera platforms, dais.	Refer to Section 6.8 for set up information.	Near media work room, 20 ft. high ceilings, ceiling rigging points, incandescent lighting preferred and free from background noise.
Audio/video distribution area		18 8' tables and 80 chairs.	Tables topped and skirted, power at every seat, wireless internet (wired internet upon request).	Opposite or adjacent to media interview area, Hammond will provide audio/visual and audio mult boxes.

Holding area		Soft furniture (6) and 1 8' table.	Carpeted.	Adjacent to dais, restricted walkway to locker rooms/dais, and prefer a dedicated room.
Upper broadcast/scout video position		N/A		3 broadcast cameras, two team video spots.
Upper photo position		N/A		Space for eight photographers near center court opposite team benches
Interview breakout rooms (3) (regionals only)		1 6' table and 21 chairs per space.	Theater seating for 20.	Three separate areas with one six foot skirted and draped table with one chair in front of room. On off day between games.
Parking				
Team bus parking		Parking for four team buses.	Can be near the team drop-off/pickup area, if space permits. Preferably in the loading dock.	
Band/Spirit Squad parking		Parking for four band and spirit buses.	Can be near the band/spirit squad drop-off/pickup area, if space permits.	
Game officials' parking		Parking for provided courtesy vehicle for the officials.	In or near the loading dock (or near the officials' entrance)	
NCAA executive staff parking		Parking for one vehicle.	Parking, usually for one vehicle, preferably inside or immediately adjacent to the competition venue. Loading dock is preferred.	
Broadcast truck parking		Parking for up to four broadcast trucks.	Minimum of 5,000 square feet.	
Satellite truck parking		Parking for two satellite trucks.	Minimum 10,000 square feet outside the venue with unrestricted access to southern sky.	
NCAA parking		225 complimentary parking spots.	Media will request parking via the online credential system and spaces will be allocated as outlined in the host operations manual.	

		Venue Public Sales (on-line or phone sales only)							
PRICE BREAKDOWN	Select Fee or Tax Type	Example	All-Session P1	All-Session P2	All-Session P3	All-Session P4	All-Session P5	Rate (if % of purchase)	Rate (if fixed)
FACE VALUE PRICE		\$ 610.00	\$ 610.00	\$ 525.00	\$ 450.00	\$ 330.00	\$ 300.00		
(plus fees)									
Ticketing Provider Service Charge^	Not applicable	\$ 8.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
Facility fee		\$ 9.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
Credit Card Fee		\$ 18.30	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
BASE TICKET PRICE		\$ 645.30	\$ 610.00	\$ 525.00	\$ 450.00	\$ 330.00	\$ 300.00		
(less taxes)									
Tax		\$ 30.50	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
(equals)									
Due NCAA		\$ 614.80	\$ 610.00	\$ 525.00	\$ 450.00	\$ 330.00	\$ 300.00		
Handling Fee per order (max. \$5)		\$ 5.00							

Select Fee or Tax Type in Column B as either "Flat rate" or "% of purchase" or "Not applicable"

^ If venue uses Ticketmaster, AXS, or Paciolan, can mark "Ticketing Provider Service Charge" as "Not applicable".

*** The appropriate cell in Column O or P will then be populated and formulas automatically adjusted.

NOTES:

Fill in all face value pricing but not all have to be used for bid.

Pricing may differ if selected, NCAA will finalize prices approx. 15 month prior to championship.

Facility Fee and service fee will be added to face value.

The consumer will only see and pay the BASE TICKET PRICE (above).

BASE TICKET PRICE will calculate based on your entries.

Using the pricing sample above complete FACE VALUE PRICES, complete the yellow and light gray sections where applicable using the definitions below.

Ticketing Provider Service Charge

Enter the actual charge (\$8, for example) per the contract with your vendor.

It is possible that vendors, rates, etc. may change from now until the time of the event.

Facility fee

Enter the all-session facility fee, if applicable.

For example, if you have a \$3.00 facility fee and there are three sessions, enter \$9.00 or \$3.00, given your rules.

Tax

Enter the value of applicable tax(es), if not exempt.

Provide a description of the tax(es) below including name, how applied and rate or flat fee.

Credit Card Fee

Use the exact rate charged or a blended rate based on the ticket price listed. 3% used in the above example.

Tax Description:		Rate (if % of purchase)	Rate (if fixed)	Description
State:		0.000%	\$ -	
County:		0.000%	\$ -	
City:		0.000%	\$ -	
Local (Other):		0.000%	\$ -	
		0.000%	\$ -	

		Venue Public Sales (on-line or phone sales only)							
PRICE BREAKDOWN	Select Fee or Tax Type	Example	All-Session P1	All-Session P2	All-Session P3	All-Session P4	All-Session P5	Rate (if % of purchase)	Rate (if fixed)
FACE VALUE PRICE		\$ 610.00	\$ 610.00	\$ 525.00	\$ 450.00	\$ 330.00	\$ 300.00		
(plus fees)									
Ticketing Provider Service Charge^	% of purchase	\$ 8.00	\$ 18.30	\$ 15.75	\$ 13.50	\$ 9.90	\$ 9.00	3.000%	\$ -
Facility fee	Flat rate	\$ 9.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	0.000%	\$ 4.00
Credit Card Fee		\$ 18.30	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
BASE TICKET PRICE		\$ 645.30	\$ 632.30	\$ 544.75	\$ 467.50	\$ 343.90	\$ 313.00		
(less taxes)									
Tax	% of purchase	\$ 30.50	\$ 54.90	\$ 47.25	\$ 40.50	\$ 29.70	\$ 27.00	9.000%	\$ -
(equals)									
Due NCAA		\$ 614.80	\$ 577.40	\$ 497.50	\$ 427.00	\$ 314.20	\$ 286.00		
Handling Fee per order (max. \$5)		\$ 5.00							

Select Fee or Tax Type in Column B as either "Flat rate" or "% of purchase" or "Not applicable"

^ If venue uses Ticketmaster, AXS, or Paciolan, can mark "Ticketing Provider Service Charge" as "Not applicable".

*** The appropriate cell in Column O or P will then be populated and formulas automatically adjusted.

NOTES:

Fill in all face value pricing but not all have to be used for bid.

Pricing may differ if selected, NCAA will finalize prices approx. 15 month prior to championship.

Facility Fee and service fee will be added to face value.

The consumer will only see and pay the BASE TICKET PRICE (above).

BASE TICKET PRICE will calculate based on your entries.

Using the pricing sample above complete FACE VALUE PRICES, complete the yellow and light gray sections where applicable using the definitions below.

Ticketing Provider Service Charge

Enter the actual charge (\$8, for example) per the contract with your vendor.

It is possible that vendors, rates, etc. may change from now until the time of the event.

Facility fee

Enter the all-session facility fee, if applicable.

For example, if you have a \$3.00 facility fee and there are three sessions, enter \$9.00 or \$3.00, given your rules.

Tax

Enter the value of applicable tax(es), if not exempt.

Provide a description of the tax(es) below including name, how applied and rate or flat fee.

Credit Card Fee

Use the exact rate charged or a blended rate based on the ticket price listed. 3% used in the above example.

Tax Description:

	Rate (if % of purchase)	Rate (if fixed)	Description
State:	0.000%	\$ -	
County:	0.000%	\$ -	
City:	0.000%	\$ -	
Local (Other):	0.000%	\$ -	
	0.000%	\$ -	

		Venue Public Sales (on-line or phone sales only)							
PRICE BREAKDOWN	Select Fee or Tax Type	Example	All-Session P1	All-Session P2	All-Session P3	All-Session P4	All-Session P5	Rate (if % of purchase)	Rate (if fixed)
FACE VALUE PRICE		\$ 610.00	\$ 610.00	\$ 525.00	\$ 450.00	\$ 330.00	\$ 300.00		
(plus fees)									
Ticketing Provider Service Charge^	Not applicable	\$ 8.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
Facility fee		\$ 9.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
Credit Card Fee		\$ 18.30	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
BASE TICKET PRICE		\$ 645.30	\$ 610.00	\$ 525.00	\$ 450.00	\$ 330.00	\$ 300.00		
(less taxes)									
Tax		\$ 30.50	\$ -	\$ -	\$ -	\$ -	\$ -	0.000%	\$ -
(equals)									
Due NCAA		\$ 614.80	\$ 610.00	\$ 525.00	\$ 450.00	\$ 330.00	\$ 300.00		
Handling Fee per order (max. \$5)		\$ 5.00							

Select Fee or Tax Type in Column B as either "Flat rate" or "% of purchase" or "Not applicable"

^ If venue uses Ticketmaster, AXS, or Paciolan, can mark "Ticketing Provider Service Charge" as "Not applicable".

*** The appropriate cell in Column O or P will then be populated and formulas automatically adjusted.

NOTES:

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Facility fee

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Tax

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Credit Card Fee

Use the exact rate charged or a blended rate based on the ticket price listed. 3% used in the above example.

Tax Description:		Rate (if % of purchase)	Rate (if fixed)	Description
State:		0.000%	\$ -	
County:		0.000%	\$ -	
City:		0.000%	\$ -	
Local (Other):		0.000%	\$ -	
		0.000%	\$ -	

NCAA Division I Men's Basketball
Preliminary Round Proposed Hotel Assignments

ATTACHMENT F

Site:

Bid Year (s):

Round:

Proposed Tournament Hotel (List in rank order - nicest properties first. Maximum of 1 select service hotel for regionals and 2 select service hotels for First Four/First and Second Rounds)	Hotel Address	Confirmed Contracted Rate	Primary Hotel Contact	Primary Hotel Contact Phone No.	Primary Hotel Contact Email	Proposed Meeting Rooms (List meeting rooms and square footage for the four (4) required meeting rooms)	Distance to Competition Venue (in miles)	Date of Last Renovation	Dates of Upcoming Renovations

Proposed Game Officials' Hotel	Hotel Address	Confirmed Contracted Rate	Primary Hotel Contact	Primary Hotel Contact Phone No.	Primary Hotel Contact Email	Proposed Meeting Rooms (List meeting room and square footage for the required meeting room)	Distance to Competition Venue (in miles)	Date of Last Renovation	Dates of Upcoming Renovations

Lodging Liaison	Name	
	Title	
	Office Phone	
	Cell Phone	
	Email Address	