



MEMORANDUM

February 1, 2019

VIA EMAIL

TO: Directors of Athletics of Institutions that could potentially participate in the 2019 NCAA Division I Men's Basketball Championship.

FROM: Bernard Muir, chair  
NCAA Division I Men's Basketball Committee.

SUBJECT: Tournament Information – First Four.

As the season progresses, this communication is being sent to all Division I Men's Basketball institutions to prepare everyone should your team be selected to participate in the First Four games in Dayton on March 19-20, 2019.

CBS will televise the official selection show announcing the bracket (i.e., pairings, seeding, etc.) live from New York from 6-7 p.m. Eastern Time, Sunday, March 17. The CBS announcement is the first official notification of the selections into the tournament.

If your team is selected to participate in the First Four, it is imperative that immediate contact is made with Short's Travel to begin discussions about travel arrangements upon the conclusion of the Selection Show. Please contact Short's at 866-655-9215. It is important that you begin discussions with Short's Travel on your preferences and have your travel party loaded into the travel portal prior to the Selection Show in order to bid charter aircraft as soon as possible on Sunday, March 17.

Once First Four teams are announced, the primary team administrator of the First Four teams is required to participate on a conference call with NCAA staff and personnel from the hosts in Dayton at the following time:

**Sunday, March 17, 8 p.m. Eastern time**  
**Dial-in Number: 866-590-5055 Passcode: 4456260**

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Selection Sunday is a whirlwind of activity for all 68 teams but particularly so for the First Four teams due to the immediate nature of travel schedules.

Good luck the rest of the season, and please do not hesitate to contact men's basketball staff liaison Ron English ([renglish@ncaa.org](mailto:renglish@ncaa.org); 317-532-7253) if you have questions.

BM:adn

cc: Selected NCAA Staff Members