



MEMORANDUM

February 3, 2020

VIA EMAIL

TO: Directors of Athletics of Institutions that could potentially participate in the 2020 NCAA Division I Men's Basketball Championship.

FROM: Kevin White, 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 17-18, 2020.

The 68-team selections and the bracket (i.e., pairings, seeding, etc.) will be announced Sunday evening, March 15.

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. 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 March 15 in order to bid charter aircraft as soon as possible on that Sunday evening. This includes alerting band and spirit squad personnel of the potential for an early Monday morning departure for the First Four.

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 15, 8 p.m. Eastern time
Dial-in Number: 866-590-5055 Passcode: 4456260

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; 317-532-7253) if you have questions.

KW:adn

cc: Selected NCAA Staff Members