



First Four-1st & 2nd Round Hotel Call





Introductions

- **Kelsi Mahoney** (kmahoney@ncaa.org) 317-225-9293
 - NCAA lodging liaison
- **Jennifer Rothman Accardi** (jrothman@onlocationexp.com)
 - OnLocation Hotel Contracting



TIMELINE

- Host receives LOA- **September 2023**
- Host Education Calls- **September 12th, 2023 & November 14th, 2023**
- Bid portal Opens- **December 1st, 2023**
- Hotel LOA's due- **December 15th, 2023**
- OnLocation Negotiations and Review- **December 16th 2023– January 11th, 2024**
- Host Hotel review- **January 11th, 2024**
- All LOA'S completed and signed- **March 8th, 2024**
- COMMITTEE MEETINGS START- **March 13th, 2024** (no communication)
- SELECTION SUNDAY- **March 17th, 2024**



Room Block - HQ

Day:	Mon*	Tue	Wed	Thu	Fri	Sat	Sun	Mon*	Total
Date:	3/18/24	3/19/24	3/20/24	3/21/24	3/22/24	3/23/24	3/24/24	3/25/24	
Room Type	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	
Kings	2	5	5	11	11	11	7	6	
Double/Double	0	3	4	8	8	8	5	5	41
Suite	0	1	1	1	1	1	1	1	7
TOTAL	2	9	10	20	20	20	13	12	106



Headquarter Hotel

- The headquarters hotel is reserved for game officials and NCAA representatives. No teams may be assigned to the headquarters hotel.
- **Officials Meal Vouchers**
 - \$35 meal vouchers (for full time) at HQ hotel bar/restaurant or nearby restaurant if one doesn't exist on property. This will be coordinated and paid for by the host institution and be included as a reimbursable expense.
- **ESPN**
 1. It is preferred that ESPN staff (e.g. announcers, production crew) stays at the HQ Hotel. If ESPN contacts your hotel to secure rooms, please make sure they are booking their rooms outside of the block established by the NCAA.
 2. Through the NCAA's broadcasting agreement with ESPN, each hotel shall ensure that ESPN and ESPN2 are available in the hotel's in-room channel lineup, as this will allow guests to watch all the tournament games from other sites.



Room Block – Team Hotel

	Day:	Mon*	Tue	Wed	Thu	Fri	Sat	Sun	Mon*	Total
	Date:	3/18/24	3/19/24	3/20/24	3/21/24	3/22/24	3/23/24	3/24/24	3/25/24	
Rate	Room Type	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	
	Double/Double	35	35	35	35	35	35	35	35	280
	King	8	8	8	8	8	8	8	8	64
	Comp King	1	1	1	1	1	1	1	1	8
	Suite	2	2	2	2	2	2	2	2	16
TOTAL		46	46	46	46	46	46	46	46	368

*The NCAA will confirm dates of competition at awarded sites immediately following the Selection Show. The host institution/conference will communicate the dates to the Hotel. If your site is hosting First Four, the stay pattern will either be Monday-Monday or Tuesday-Tuesday. If your site is NOT hosting First Four, the stay pattern will be Tuesday-Monday or Wednesday-Tuesday.

TEAM Hotels

- The hotel shall assign all rooms for the official travel party (e.g., student-athletes, coaches and administrators) in the same section and preferably on the same floor of the hotel for security purposes. These rooms shall not be located in high-traffic areas. The hotel shall work with the primary administrator to determine the best configuration and assignment of rooms.
- **ESPN**
 1. While it is preferred that ESPN staff (e.g. announcers, production crew) do not stay in team hotels, due to the non-predetermined site format this cannot be completely avoided. If ESPN contacts your hotel to secure rooms, please make sure they are booking their rooms outside of the block established by the NCAA.
 2. Through the NCAA's broadcasting agreement with ESPN, each hotel shall ensure that ESPN and ESPN2 are available in the hotel's in-room channel lineup, as this will allow guests to watch all the tournament games from other sites.



CONCESSIONS

- Complimentary WI-FI throughout Meeting Rooms & Guest Rooms
- Complimentary early check-in
- Complimentary removal of minibars in guest rooms
- Parking
 - TEAM HOTEL-
 - Two (2) Complimentary Buses parking- 55-Passenger Motor Coaches
 - Team hotels are required to park one (1) courtesy vehicle on a complementary basis on property overnight for the participating institution. The vehicle for the participating institutions should be delivered to the respective hotel prior to their arrival and the hotel will be asked to provide the informational packet (including vehicle keys) upon the committee representatives' and teams' arrival at the hotel property
 - HQ HOTEL-
 - 5 Complimentary Valet/Self-Parking passes for HQ Courtesy Vehicles



CONCESSIONS

- Complimentary Meeting Space
 - TEAM HOTEL- Two (2) Meeting Rooms- 800-1,000 Sq ft. each (24 hold throughout duration of event)
 - HQ Hotel- At the headquarters hotel, one (1) meeting room 800-1,00 Sq ft. should be provided the evening prior to first round competition for the game officials meeting. The room should be set by 5 p.m. in a hollow square or conference set-up to accommodate 12 individuals
- Suites
 - HQ hotel, a one-bedroom suite should be provided at the standard room rate for use by the Division I Women's Basketball Committee member.
 - TEAM hotels, two standard rooms shall be upgraded to one-bedroom suites and charged at the standard room rate for use by the head coach and one additional designee (director of athletics, chancellor, other institutional VIP). Suites are included in the room block.



Reservations

- **Cut-Off Date (NON-NEGOTIABLE)**

- The cutoff date for NCAA rooms is **Tuesday, 19th, 2024 at 5 p.m.** local time **OR Monday, March 18th, 2024 at 5pm local time*** if chosen to host a First Four game. The headquarters hotel will receive a rooming list from Jennifer Rothman Accardi. Team hotels will receive their rooming list from the participating institution's primary administrator, who will coordinate their team's lodging and logistics. Hotels should only work with the primary administrator regarding the team's needs to avoid any confusion or miscommunication.

- **Team Hotel Assignments**

- The NCAA, in conjunction with the host institution/conference, will assign teams to each hotel property. The tournament manager will be notified of the assignments **no later than 8 p.m. ET on Monday, March 18th, 2024** following the Selection Show and will communicate those assignments to each team hotel. The hotel's primary contact should be available to receive this notification and communicate with the team on Monday night and Tuesday morning. Please note that teams could be arriving Monday night depending on travel arrangements to get to the host city for practice on Tuesday.



Team Arrivals and Departures

- The tournament manager will provide the team's arrival information to the hotel contact as soon as it becomes available. Team hotels should be prepared for group check-in for the primary team personnel (e.g., student-athletes, coaches and administrators). Team hotels should prepare a packet with the team's sleeping room keys, curtesy vehicle keys, and additional hotel information. The hotel shall also be prepared to accommodate the team's bus unloading/loading.
- In the event a team arrives early, the host institution is required to provide rooms for that team. Team hotels are requested to accommodate early arrivals, if possible. If a team hotel does not have room availability, the team arriving early may have to stay one night at a property different from its assigned hotel.
 - Non-advancing teams with a scheduled tipoff of 3:01 p.m. or later local time will have return flights scheduled for the next day. Departures for these teams will be scheduled as early as practical based on the team's game time, but teams should be aware that departures may be scheduled as late as 11 p.m. local time. Teams with late departure times will be paid per diem for the day and have hotel rooms secured for late checkout.

Financial Responsibility

- The rooming list either provided by Jennifer Rothman Accardi (HQ hotel) or the primary administrator (team hotel) will identify whether payment will be provided by individuals, by master account or by a combination of individuals and master account.
- The tournament manager (HQ hotel) or the primary administrator (team hotel) will need to inform the hotel how incidentals should be billed (e.g., in-room movies, room service).



Branding and Signage

- Kits are sent to hosts and should be distributed accordingly to the hotels.
- Two shipments: one with generic March Madness and WBB branding, the other team specific branding.
- There will documents provided with the kits with suggestions on where to display certain signage.
 - Signage will include but limited to following:
 - TABLE TENTS
 - Branded Buttons for Hotel Staff
 - Pop Up Banners
 - Window/Door Clings
 - Floor Decals
 - Large NCAA Bracket for Public View

A close-up, low-angle shot of a basketball net, showing the white mesh and the orange rim. The background is a bright, out-of-focus arena with colorful lights.

QUESTIONS & ANSWERS

THANK YOU!



NCAA and March Madness are trademarks of the National Collegiate Athletic Association.