



# ***PARTICIPANT***

## ***2018-19 MANUAL***

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***Tournament Director***

Eric Marvin  
President  
Evansville Sports Corporation  
Office: 812-434-7699  
Cell: 812-375-4701  
Email: emarvin@evansvillesports.org

***Tournament Assistant***

Chelsie Buckman  
Project Manager  
Evansville Sports Corporation  
Office: 812-421-2200  
Cell: 812-797-3331  
Email: cbuckman@evansvillesports.org

***Facility Director***

Scott Schoenike  
Ford Center  
Office: 812-422-8000  
Cell: 812-436-7151  
Email: sschoenike@thefordcenter.com

***Host Institution***

Alex Eaton  
Associate Athletics Director/SWA  
University of Southern Indiana  
Office: 812-464-1841  
Cell: 301-335-7958  
Email: aeaton@usi.edu

***Events Manager***

Mark Werner  
Ford Center  
Office: 812-436-7168  
Cell: 812-774-2410  
Email: mwerner@thefordcenter.com

***Medical/Athletic Training Contact***

Scott Hooker  
Head Athletic Trainer  
University of Southern Indiana  
Office: 812-465-1298  
Cell: 620-755-4241  
Email: sjhooker@usi.edu

***Director, A/V Services***

Ryan Mickens  
Audio/Visual Manager  
Ford Center  
Office: 812-436-7169  
Cell: 812-774-8125  
Email: rmickens@thefordcenter.com

***Ticketing Contact***

Brooke Mickens  
Ticket Office Manager  
Ford Center  
Office: 812- 436-7163  
Cell: 812- 774-3766  
Email: bmickens@thefordcenter.com

**NCAA Championship Manager**

Donnie Wagner  
Championships and Alliances  
NCAA  
P.O. Box 6222  
Indianapolis, IN 46206-6222  
Phone: 317-917-6813  
Cell: 317-966-6447  
Email: dwagner@ncaa.org

**Media Coordination**

David Lentz  
Assistant Director, Media Coordination and  
Statistics,  
Marketing and Broadcast Alliances  
NCAA  
P.O. Box. 6222  
Indianapolis, IN 46206-6222  
Phone: 317-917-6139  
Cell: 317-364-7298  
Email: dlentz@ncaa.org

Roy Pickerill  
Sports Information Director  
Kentucky Wesleyan College  
3000 Frederica Street  
Owensboro, KY 42301  
Phone: 270-852-3347  
Cell: 270-316-8838  
Email: pickeril@kwc.edu

**Men's Basketball****Championship Administration**

Jay Jay Rackley  
Coordinator, Championships and Alliances  
NCAA  
P.O. Box 6222  
Indianapolis, IN 46206-6222  
Phone: 317-917-6834  
Email: jrackley@ncaa.org

**Broadcasting Contact**

Kristen Jacob Smith  
Championships and Alliances—Media Services  
NCAA  
P.O. Box 6222  
Indianapolis, IN 46206-6222  
Phone: 317-917-6222  
Cell: 317-363-6410  
Email: kjsmith@ncaa.org

**Men's Basketball**

**Atlantic Region**

Sean McAndrews  
Assistant Director of Athletics  
West Virginia State University  
210 Fleming Hall – PO Box 1000  
Institute, WV 25112  
Phone: 304-766-3165  
Email: mcandrse@wvstate.edu

**Central Region**

Tony Duckworth  
Director of Athletics  
Northeastern State University  
603 N. Grand Ave.  
Tahelquah, OK 74464  
Phone: 334-590-0012  
Email: directorofathletics@nsuok.edu

**East Region**

Ted Hotaling  
Head Basketball Coach  
University of New Haven  
300 Boston Post Road  
West Haven, CT 06516  
Phone: 203-932-7024  
Email: thotaling@newhaven.edu

**Midwest Region**

Jon Mark Hall, chair  
Director of Athletics  
University of Southern Indiana  
8600 University Blvd.  
Evansville, IN 47712  
Phone: 812-464-1846  
Email: jmhall@usi.edu

**South Region**

Fran Reidy  
Director of Athletics  
Saint Leo University  
26072 Sawgrass Ct.  
Land O Lakes, FL 34639  
Phone: 352-588-8246  
Email: fran.reidy@saintleo.edu

**Southeast Region**

Ken Gerlinger  
Assistant Commissioner  
Peach Belt Conference  
53 Blackburn Dr.  
Martinez, GA 30907  
Phone: 706-860-8831  
Email: kgerlinger@peachbeltconference.org

**South Central Region**

Jason Boothe  
Director of Athletics  
Dixie State University  
225 S. 700 E.  
St. George, UT 84770  
Phone: 435-652-7526  
Email: boothe@dixie.edu

**West Region**

George (Rusty) Osborne  
Head Basketball Coach  
University of Alaska, Anchorage  
9371 Bothwell Circle  
Anchorage, AK 99502  
Phone: 907-223-2470  
Email: grosborne@alaska.edu

### Section 3 – Schedule of Events

All times listed below are Central time (unless noted).

#### Wednesday, March 20

2 p.m. Teleconference involving only the sports information directors of all advancing teams to the 2019 NCAA Division II Men's Elite Eight. Details on this call have been provided by David Lentz and Roy Pickerill, NCAA media coordinator.

#### Thursday, March 21

1 p.m. ET Conference call involving at a minimum, the director of athletics (or his/her designee as the team administrator), head men's basketball coach and sports information director of all advancing teams to the 2019 NCAA Division II Men's Elite Eight. An agenda will be provided on Wednesday, March 20. Representatives from the NCAA Division II Men's Basketball Committee and the local organizing committee will also participate on this call.

#### Monday, March 25

Teams arrive in Evansville.

6:00 – 8:00 p.m. Championship reception for official traveling parties of participating teams, committee and invited guests. Newburgh Showplace Family Entertainment Center. 8099 Bell Oaks Dr, Newburgh, IN 47630.  
*Note: Teams should wear team attire.*

Immediately following  
Banquet / Reception Pre-championship meeting **(mandatory)** at **Doubletree by Hilton, Ballroom C&D** – coaches, directors of athletics, sports information directors, NCAA committee and Evansville Sports Corporation local organizing committee representatives.

#### Tuesday, March 26

10 a.m. - 7 p.m. Open practice sessions for teams. All practices are open to the general public.  
Ford Center- Evansville

<u>Team</u>	<u>Practice Time</u>
Saint Anselm	10 - 10:55 a.m.
Nova Southeastern	11 - 11:55 a.m.
Mercyhurst	12 - 12:55 p.m.
Northwest Missouri State	1 - 1:55 p.m.
Coaches Press Conferences	2 – 2:45 p.m.
Southern Indiana	3 - 3:55 p.m.
West Texas A&M	4 - 4:55 p.m.
Point Loma	5 - 5:55 p.m.
Queens (NC)	6 - 6:55 p.m.

Note: Teams will be seeded for the Elite Eight by the Division II Men's Basketball Committee. Practice times and game times will be updated Wednesday morning, March 20.

2 - 2:45 p.m.

Pre-championship press conference. Ford Center.

*Note: All coaches will be interviewed at the same time for approximately 30 minutes; individual interviews with coaches will be available for 15 minutes after the group interviews.*

### Wednesday, March 27

7 – 10:55 a.m.

Men's closed shootarounds for teams (Ford Center).

<u>Team</u>	<u>Practice Time</u>
Saint Anselm	7 - 7:25 a.m.
Nova Southeastern	7:30 - 7:55 a.m.
Mercyhurst	8 - 8:25 a.m.
Northwest Missouri State	8:30 - 8:55 a.m.
Southern Indiana	9 - 9:25 a.m.
West Texas A&M	9:30 - 9:55 a.m.
Point Loma	10 - 10:25 a.m.
Queens (NC)	10:30 - 10:55 a.m.

Men's Quarterfinal games:

Noon (4) Nova Southeastern vs. (5) Saint Anselm (Webcast on [ncaa.com](http://ncaa.com))

2:30 p.m. (1) Northwest Missouri State vs. (8) Mercyhurst (Webcast on [ncaa.com](http://ncaa.com))

6 p.m. (2) West Texas A&M vs. (7) Southern Indiana (Webcast on [ncaa.com](http://ncaa.com))

8:30 p.m. (3) Queens (NC) vs. (6) Point Loma (Webcast on [ncaa.com](http://ncaa.com))

### Thursday, March 28

10 a.m. - 1:55 p.m.

Closed practice sessions for men's teams.  
Ford Center.

<u>Region</u>	<u>Practice Time</u>
Quarterfinal #1 winner	10 - 10:55 a.m.
Quarterfinal #2 winner	11 - 11:55 a.m.
Quarterfinal #3 winner	Noon- 12:55 p.m.
Quarterfinal #4 winner	1 - 1:55 p.m.

Men's Semifinal games:

6 p.m. Semifinal #1. (CBS Sports Network)

8:30 p.m. Semifinal #2. (CBS Sports Network)



### Friday, March 29

11 a.m. – Noon                      Championship Game Meeting (**Doubletree by Hilton, Ballroom C**)

Noon – 2:55 p.m.                      Semifinal #1 and Semifinal #2 Winner Practices

12 – 1:25 p.m.	Semifinal #1 Winner	Practice
1:30 – 2:55 p.m.	Semifinal #2 Winner	Practice

### Saturday, March 30

9 a.m. - 9:55 p.m.                      Closed practice sessions for men's teams (Ford Center).

<u>Region</u>	<u>Practice Time</u>
Semifinal #1 winner	9 - 9:25 a.m.
Semifinal #2 winner	9:30 - 9:55 a.m.

Men's National Championship Game

2 p.m.                                      Championship game (CBS)

#### Section 4 – Admission to Arena/Credentials

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Each team shall submit to the basketball committee at the administrative meeting a team personnel list, which is located in the “Gate Pass Lists” appendix.

Each institution will receive 23 bench credentials. In addition, each institution will receive up to a maximum of four VIP passes. All credentials will be distributed at the administrative meeting. The four VIP passes will provide admittance to the Ford Center.

For each day of practice and competition, only those 23 individuals with participant credentials or team administration credentials will be admitted. The participant credential must be worn by non-student-athlete personnel for access to courtside, the media area and other secured locations.

**Practice-Day Admittance.** At the pass gate, each of the 23 persons must wear their participant or team administration credential for admission to the courtside and locker room areas. Please instruct all participants to display their credentials in a visible manner.

**Game-Day Admittance.** At the pass gate, each team will be met by a facility representative and escorted to its locker room. The participant or team administration credential must be worn by all players and administrative personnel.

**Teams Participating in the First Game of a Session.** For student-athletes, a credential must be worn to gain first-game courtside admittance. Coaches and other administrative personnel must also wear the participant credential. After the game, student-athletes among the 23 persons who wish to remain in the arena for the second game must wear the participant credential. The credential is required for admission to the non-participant seating area.

**Teams Participating in the Second Game of a Session.** Any of the 23 persons who wish to view the first game of a session must wear the participant credential for admission to the courtside area and non-participant seating area. For student-athletes, no credential is necessary for second-game courtside admittance; the game uniform or warm-up will suffice. In order to be admitted to the courtside area for the second game, coaches and other administrative personnel must wear the participant credential.

**Teams That Have Been Eliminated.** Representatives of teams that have been eliminated may be admitted to the remaining sessions of the championship. They shall be admitted via the participant credential, which must be worn for admission to the non-participant seating area.

**Additional Credential Access.** The NCAA will print all credentials for the 2019 NCAA Division II Men’s Elite Eight. The NCAA media coordinator, in conjunction with the NCAA championship manager, are responsible for distribution of credentials at the tournament.

## Section 5 – Awards

Additional awards may be ordered after the championship. An institution may only order the award(s) that their team/individual received at the championship. The additional award(s) order can be submitted at the following link: <https://services.mtmrecognition.com/ncaa/>.

### Elite 90 Award

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. Each institution that has at least one student-athlete qualify for the finals round/site is eligible to nominate a student-athlete to win the award for that championship. All ties are broken by number of credits completed. For more information regarding this program, please contact Mark Bedics or Andrew Louthian or Quintin Wright at [elite90@ncaa.org](mailto:elite90@ncaa.org) or 317-917-6222. All documents, including deadlines and nomination forms can be obtained at [Elite 90 forms](#). The submission deadline for nomination for Division II men's and women's basketball is noon Eastern time, Friday, March 22.

## Section 6 – Bands/Cheerleaders/Mascots

### Bands

**Number.** At all tournament sessions, bands in attendance shall be limited to 25 members including one band director. Each participating team's band will be located in opposite corners of the floor behind the basket.

Please note that the local organizing committee will do their best to have local high school bands assigned to adopt teams that might not bring their band to the championship. If your institution's band does not travel to the championship, please forward the sheet music of your school's fight song to the attention of Chelsie Buckman, tournament assistant ([cbuckman@evansvillesports.org](mailto:cbuckman@evansvillesports.org))

**Admittance.** The band shall be admitted to the arena by a pass list submitted to the basketball committee at the administrative meeting (the form is located under "Gate Pass Lists" appendix).

**Distractions.** Artificial noisemakers, air horns, vuvuzelas, etc., are not permissible. The band director shall prohibit the band or any component thereof (including drums) from playing while the game is in progress. Please note that a band playing while the game is in progress is a violation of basketball rules, the game officials shall handle such incidents if they occur.

**National Anthem.** The national anthem will be played once before each session.

**Storage.** An area shall be provided for the band members to store their equipment during games. Storage is not available overnight. The Ford Center is not responsible for the security of these articles.

**Uniforms.** Band uniforms or matching shirts shall not bear any commercial identification, and no songs shall be performed that are affiliated with any professional sports team or commercial product.

## Cheerleaders/Mascots

**Number.** A maximum of 12 uniformed cheerleaders and/or dance team members, one costumed mascot and one coach from each participating team shall be allowed on the floor when the game clock is stopped. (At all other times when play is in progress, cheerleaders and mascots are restricted to the end of the court. During pre-game player introductions, spirit squads are restricted to the area between the baseline and the free throw line extended.)

**Admittance.** Each cheerleader, spirit squad member, mascot or coach shall be admitted to the arena by a pass list submitted to the basketball committee at the administrative meeting (Appendix B - "Gate Pass Lists").

**Warm-up.** Cheerleader warm-up space will be provided in back of house of the Ford Center.

**Distractions.** Cheerleaders may not use megaphones as a distraction by pounding them on the floor, hitting them with their hand(s) or other objects or waving them in any way.

**Flags.** An institution's flag of any size may be displayed or waved on the court only during pregame activities and halftime. The flag will not be permitted on the court during timeouts.

**Uniforms and Performances.** Uniforms shall not bear any commercial identification and no routines shall be performed that are affiliated with any professional sports team or commercial product.

**Stunts.** All cheerleading squads must conform to the guidelines set by the American Association of Cheerleader Coaches and Advisors.

## Section 7 – Banquet

A reception will be held from 6:00 to 8:00 p.m., Monday, March 25, at the Showplace Newburgh Cinema Entertainment Center. 8099 Bell Oaks Dr, Newburgh, IN 47630.

**Teams should wear team-issued apparel (e.g., warm-ups, etc.).**

## Section 8 – Drug Testing

Drug testing may occur at any session of the championship. If it occurs at the Elite Eight, escorts will make contact with the student-athletes who are to be tested and will escort them to the drug-testing area after the 10-minute cooling-off period. Student-athletes who are selected for drug testing and scheduled to participate in postgame news conferences shall attend the news conference first, and then shall immediately report to the testing site.

NOTE: NCAA drug testing can be time consuming and team travel plans should be flexible to accommodate possible changes that may occur. Participants who are selected for testing may not leave the drug-testing area until excused by the National Center for Drug Free Sport and/or the NCAA, regardless of team travel schedules.

## Section 9 – Lodging

Hotel reservations for the official traveling parties (20) for the competing teams have been made at the following hotel:

### Team Hotel

Doubletree Evansville  
601 Walnut Street  
Evansville, IN 47708

Contact: Laura Peck  
Sales Manager  
Direct Phone: 812-205-2463  
Cell Phone: 270-577-2819  
Front Desk: 812-423-5002  
Email: laura.peck@hilton.com

Each team will be assigned 11 doubles and 9 king rooms.

Additional hotel accommodations may be reserved on the request of the participating teams. There are 20 rooms reserved for each school. Participating teams are obligated to confirm or cancel the accommodations.

**Please email your rooming list to the respective sales manager (details above) for your official traveling party directly to the hotel by 5 p.m. Central time, Friday, March 22.**

An institution is not obligated to stay at the designated property; however, it is responsible for the cost of rooms if canceling its reservations and then securing its own accommodations. The participating institutions are responsible only for the rooms reserved. If an institution prefers to stay at another hotel, it must do the following: (a) Obtain a release for the rooms (in writing) from the hotel general manager; or (b) Use the rooms for persons accompanying the official traveling party. If an institution fails to make satisfactory arrangements for use of rooms with the hotel, full charges for the rooms will be billed to the institution.

Each participating institution is also responsible for making its own special arrangements for reserving team meeting rooms, and any other hotel needs with the respective sales manager soon as possible via phone or email (contact details above).

### Section 10 – Medical Information

On behalf of the Department of Athletic Training at the University of Southern Indiana, we welcome you to Evansville, Indiana for the 2019 NCAA Division II Men's Basketball Elite 8 hosted at the Ford Center in downtown Evansville. We are excited to serve as athletic training hosts for this spectacular event. As always, we anticipate and look forward to an exciting and safe event for all student-athletes, coaches, and athletic training staff members.

Scott Hooker, Head Athletic Trainer at the University of Southern Indiana, will serve as the tournament Medical Host and coordinate all athletic training room activity, along with assisting with any medical needs that may arise during the course of the tournament.

The athletic training room will be located in Locker Room C at the Ford Center. For those that have attended this event in previous years, this is a different room from the past. The athletic training room, along with the Medical Host, will be available for the duration of the tournament, including shoot arounds, practices, and games.

The Medical Host will be communicating further specific details regarding athletic training services, local medical providers, and any other pertinent medical information to your athletic trainer in the coming days.

To contact the Medical Host, you can email Scott @ [sjhooker@usi.edu](mailto:sjhooker@usi.edu), or cell at 620-755-4241.

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### Section 11 – Meetings (Administrators and Coaches)

The participating team teleconference is set for 1 p.m. Eastern time, Thursday March 21. All participants should call **866-590-5055 (confirmation number 3294545) five minutes before the start time** to be connected to the teleconference.

The basketball committees will conduct mandatory meetings of the directors of athletics or designees, head basketball coaches and sports information directors of the competing teams to review tournament procedures. **The administrative meeting is scheduled Monday, March 25 at the Doubletree by Hilton Evansville, after the conclusion of the banquet, which is being held at Showplace Newburgh Family Entertainment Center.** Participants are reminded to bring the pre-championship manual and this manual to the meeting.

Each institution should submit an alphabetical list (forms are included in this manual under “Gate Pass Lists” appendix) with the following information:

- a. Team personnel (23 names; 15 squad size);
- b. Team administration (4 names);
- b. Cheerleaders/mascot list (14 names; 12 cheerleaders, one mascot and one coach); and
- c. Band list (25 including the band director).

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### Section 12 – News Conference

News conferences will be conducted as follows:

- Tuesday, March 26, 2-2:45 p.m. Central time, Ford Center

All coaches will be interviewed at the same time for approximately 30 minutes; individual interviews with coaches will be available for 15 minutes after this time.

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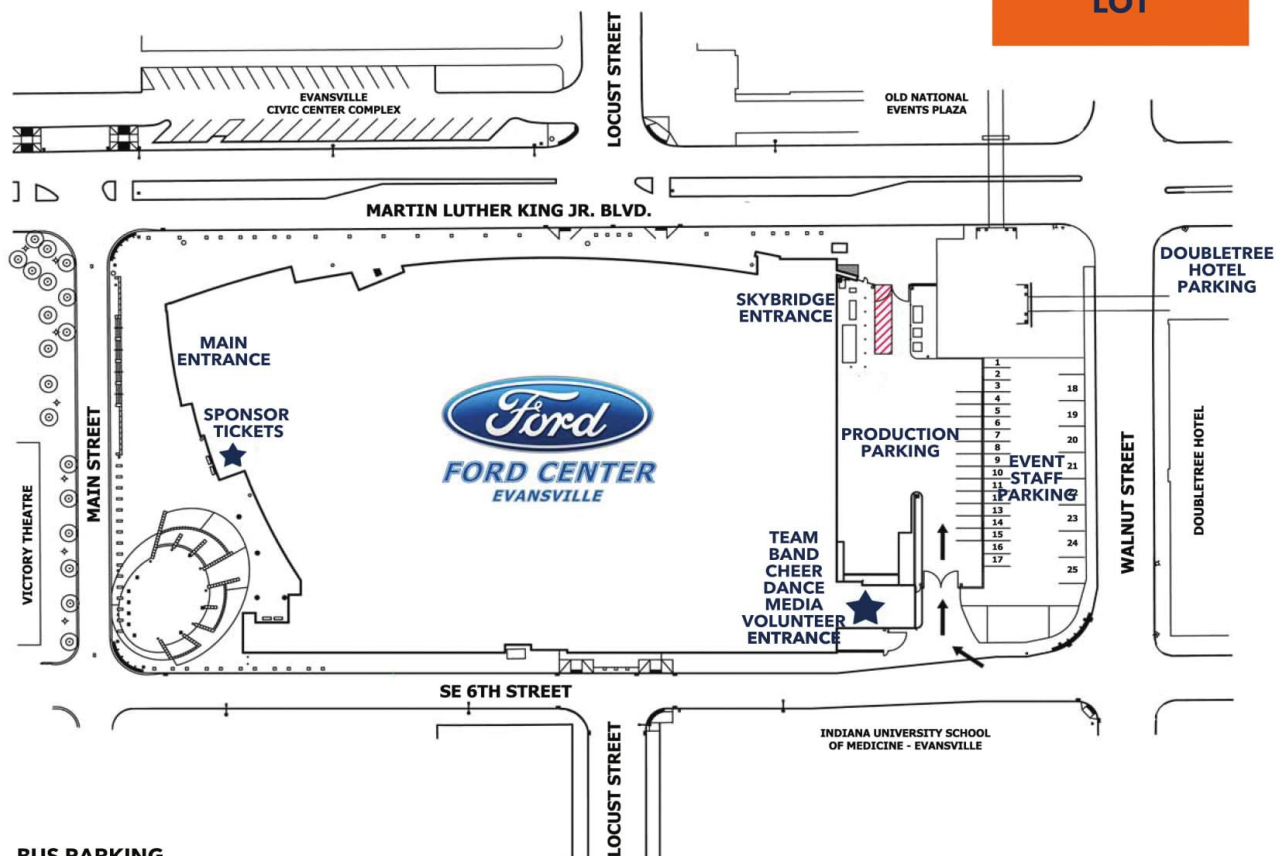
### Section 13 – Officials

The basketball committees, in conjunction with the Division II National Coordinator of Officials, will select the 12 officials for the Men’s Elite Eight.



## 2019 NCAA DII MEN'S BASKETBALL ELITE EIGHT

### FORD CENTER PARKING



#### BUS PARKING

Buses should drop off at the entrance off of SE 6th Street. Participants will enter through the single-entrance door located on SE 6th Street in the far southwest corner of the Ford Center near the loading dock. Buses will be parked in the Evansville Civic Center and Old National Event Plaza parking lot.

#### EVENT STAFF PARKING

Event staff parking will be located in the lot behind the loading dock off of SE 6th Street. Parking passes are required for this area. Event staff should enter through the single entrance door located on SE 6th Street in the far southwest corner of the Ford Center near the loading dock.

#### SPECTATOR / ADDITIONAL PARKING

Downtown Evansville features ample parking, including more than 1,500 spaces in City owned parking garages on Locust St., Third St. and Sycamore St. Parking in the City-owned garages will be \$7 during events at the Ford Center. Double Tree by Hilton, 420 Main Building, Fifth Third Bank and Old National also have parking garages Downtown. The lot behind the Civic Center contains more than 1,100 parking spaces, which will be free during events at the Ford Center. The Indiana University Medical School parking lot is currently free during events at the Ford Center.

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### Section 15 – Postgame Interviews

The sports information director representing each participating team shall escort the head coach and a minimum of two players to the interview area after a 10-minute cooling-off period.

All locker rooms shall be open to the media after a 10-minute cooling-off period. The timetable begins when the coach enters the locker room immediately after the game. The coach must proceed directly to the locker room after a game unless requested to remain for a short interview (not to exceed four minutes) by the network that has purchased rights to televise the game. The locker room shall be open to the media for one hour after the 10-minute cooling-off period ends provided media is continually present in the locker room.

It is mandatory that the head coach and requested players (a minimum of two) report to the interview area immediately after the locker room opens, and the names of these individuals shall be announced by the interview room moderator before the beginning of the news conference. The media coordinator also may require the head coach to include a non-designated student-athlete to join the announced group in the interview room should the player's performance merit it.

The postgame news conference format shall specify that the winning coach and student-athletes will be interviewed first, followed by the eliminated coach and student-athletes, except after the championship game when the eliminated coach and student-athletes will appear first. The interview with the winning coach and players should not exceed 20 minutes and the interview with the eliminated coach and players should not exceed 10 minutes.

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### Section 16 – Practice/Locker Room Assignments

<u>Date</u>	<u>Practice Time</u> *All times are local (Central)*	<u>Locker Room</u> <u>Assignments</u>
<b>Tuesday, March 26</b>	(Media Only)	
TBD	10 – 10:55 a.m.	1
TBD	11 - 11:55 a.m.	3
TBD	12 – 12:55 p.m.	2
TBD	1 - 1:55 p.m.	4
TBD	3 – 3:55 p.m.	1
TBD	4 - 4:55 p.m.	3
TBD	5 – 5:55 p.m.	2
TBD	6 - 6:55 p.m.	4



**Wednesday, March 27**

TBD	7 - 7:25 a.m.	1
TBD	7:30 - 7:55 a.m.	3
TBD	8 - 8:25 a.m.	2
TBD	8:30 - 8:55 a.m.	4
TBD	9 - 9:25 a.m.	1
TBD	9:30 - 9:55 a.m.	3
TBD	10 - 10:25 a.m.	2
TBD	10:30 - 10:55 a.m.	4

**Thursday, March 28**

Quarterfinal #1 winner	10 - 10:55 a.m.	1
Quarterfinal #2 winner	11 - 11:55 a.m.	3
Quarterfinal #3 winner	Noon - 12:55 p.m.	2
Quarterfinal #4 winner	1 - 1:55 p.m.	4

**Friday, March 29**

Semifinal #1 winner	Noon – 1:25 p.m.	1
Semifinal #2 winner	1:30 – 2:55 p.m.	3

**Saturday, March 30**

Semifinal #1 winner	9 a.m. – 9:25 a.m.	1
Semifinal #2 winner	9:30 a.m. – 9:55 a.m.	3

All practice sessions are scheduled at the Ford Center. The practices on Tuesday are open to media only. Competing teams, including team administrators, student-athletes and coaches are not permitted to attend any practice other than their own during the open practice day. The gates will open one hour prior to the start of the first scheduled game of a session. Teams are required to practice Tuesday at their scheduled times. Other practices are optional. No additional practice times are available at the Ford Center. If you would like to secure practice time at a local gym for no charge, please call or email Andy Owen (Director of EVSC Athletics) at 812-435-0525 or [andy.owen@evsck12.com](mailto:andy.owen@evsck12.com)

Student-athletes are required to wear shirts/jerseys with their correct jersey number to all open practices. Locker rooms are available at the Ford Center and will be assigned as home and visitor. Towels will be made available at the venue for all practices and games.

**Section 17 – Results**

Complete team and individual results/statistics from the Men's and Women's Elite Eight will be located on the NCAA website at [ncaa.com](http://ncaa.com).

**Section 18 – Scouting Seats**

Two scouting seats shall be reserved for each team when its potential opponent is playing. Those seats will be located at floor level. Only official members of the teams' coaching staffs may occupy these seats.

## Section 19 – Sports Information

It is imperative that no later than Wednesday, March 20, each Elite Eight participant's sports information directors shall email the following to the respective media coordinators: Roy Pickerill at [pickeril@kwc.edu](mailto:pickeril@kwc.edu).

- List of media representatives from the institution's geographical area who will staff the event;
- Up-to-date roster, including name, position, number, height, weight, age, date of birth, college major, class (year in school both academically and athletically – if different), letters won, hometown, high school and notation of starting lineup; and
- Season's overall record and individual and team statistics and results.

Ford Center's media room is open to credentialed media only. There will be a hospitality section open to the media and phone lines will be available.

## Section 20 – Team Hosts

Each participating institution will be assigned a team host. Each individual will act as a host for an individual institution during the Men's Elite Eight. The host will be available to help coaches and competitors from their assigned institution become acquainted with the Ford Center and the Evansville region.

Your team host information is listed below so you may contact them at your earliest convenience. Hosts will plan to contact you by Thursday, March 21, to introduce themselves and offer assistance (should you not reach out sooner).

Hosts will have information regarding directions, restaurants and entertainment, as well as answers to other questions that might arise during your stay in Evansville.

Men's Basketball Team Host		Phone
South Region	Ray & Cindy Bippus	Home: 812-985-3607 Cell: 812-457-2419
South Central Region	Kenny & Harriet Gentry	Home: 812-423-2739 Cell: 812-454-6760
Midwest Region	Steve & Kathy Newton	941-539-0700
Atlantic Region	Jeff Wilmes	812-449-9952
Central Region	Terry & Susie Babb	812-204-2963
East Region	Donna Nelson	812-457-5165
Southeast Region	Jim & Anita Brown	812-402-0099
West Region	Linda Oliver	812-205-0280

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## Section 21 – Tickets

Each institution will be allotted a minimum of 150 reserved tickets for its quarterfinal session, and at least 150 of these tickets must be located directly behind the team benches. Each institution must complete the ticket order form (see Appendix E) and scan it to Brooke Mickens, at the Ford Center Fax: 812-437-7001 or [bmickens@thefordcenter.com](mailto:bmickens@thefordcenter.com) by 5 p.m. Central Time, March 22<sup>nd</sup>. Please note the number of tickets desired (out of the allotment of 150) and if any additional tickets are desired (above 150). Every effort should be made by the participating institution to accurately project the number of tickets that it will use. Seats in the reserved sections will be available on a first come-first served basis.

The institution will be obligated to purchase any tickets not released to Ford Center before the deadline. If any tickets are released before the deadline, the tournament director shall make these tickets available to the participating institutions still desiring to purchase additional tickets. Tickets not used by the visiting institutions shall be returned to Brooke Mickens at the mandatory administrative meeting. Tickets not returned by this time shall be accounted for at face value by the visiting institutions. There will be a change-out section of 150 seats behind each bench. Each director of athletics will receive 150 change-out passes at the administrative meeting. DO NOT GIVE YOUR CHANGE-OUT PASSES TO FANS FROM ANOTHER INSTITUTION.

Participating institutions are not entitled to complimentary tickets. The participating institutions must first purchase tickets, which then may be treated as complimentary tickets for the student-athletes per NCAA bylaws. A "pass gate" system will be administered by each participating institution's representative.

Non-playing Participant Seating. Seating in these areas shall be restricted to the 23 individuals who receive the participant credential.

Refer to the "Ticket Order Form" (Appendix E) for a breakdown of ticket prices for each session.

ALL PHONE ORDERS MUST GO THROUGH TICKETMASTER (800-745-3000) OR [www.ticketmaster.com](http://www.ticketmaster.com). Tickets may be purchased in person at the Ford Center Ticket Office to avoid additional service fees. For all other ticket questions, please contact Brooke Mickens 812-436-7163

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## Section 22 – Transportation

The Ford Center is located at 1 SE Martin Luther King Jr. Blvd. Evansville, IN 47708. Travel arrangements should conform to NCAA policy. Any deviation from the travel policies contained in the handbook must be pre-approved by someone in the NCAA travel department (317-917-6757); email: [travel@ncaa.org](mailto:travel@ncaa.org).

Travel Arrangements and Transportation to the Elite Eight. Division II teams located within 600 miles from Evansville are required to use ground transportation. All ground transportation payable by the NCAA must be arranged through GO GROUND (866-386-4951 or [www.gochampionships.com](http://www.gochampionships.com)). The costs will be paid to the operator directly, eliminating the need for you to claim reimbursement.

See "Travel Policies" at the website listed below for further details on ground transportation reimbursement and the GO GROUND program. All questions regarding travel again should be directed to the NCAA travel department (317-917-6757).

Teams located outside 600 miles for Division II may use air transportation. All air transportation must be arranged through Short's Travel Management (866-655-9215).

**Please submit a travel party list online at [www.shortstravel.com/ncaachamps/](http://www.shortstravel.com/ncaachamps/) (all institutions have been assigned a username and password for the system).** Team administrators who do not have access to email, or who prefer to speak with someone about their arrangements may contact Short's Travel Management at 866-655-9215.

Local transportation is not reimbursable by the NCAA. Participating institutions are responsible for arranging their own local transportation and may do so using the NCAA provider, GO GROUND or a provider of their choice.

*Note: At the end of each fiscal year, the Division II Planning and Finance Committee will determine if there are any funds available to assist member institutions in offsetting local transportation costs. If funds are available, and the Presidents Council authorizes such use, the funds will be distributed to member institutions based on a formula approved by the Planning and Finance Committee.*

Information and a tutorial on the online reimbursement system are located on the NCAA website at: <http://www.ncaa.org/championships/travel/championships-travel-information>.

If you encounter extraordinary circumstances that may necessitate an exception to NCAA travel policies, or if you have any questions about them, please contact the NCAA travel department at the phone number listed above or via email at [travel@ncaa.org](mailto:travel@ncaa.org), before making any travel arrangements.

Local transportation agencies that service the Evansville Regional Airport in Evansville, Indiana are as follows:

**Cars/Mini vans/15-Passenger Vans**

Alamo	(812) 425-2426
Avis	(812) 423-5645
Enterprise Rent-A-Car	(812) 421-9078
Hertz	(812) 425-7141
National Car Rental	(812) 425-2426

The preferred NCAA rental car providers are Enterprise and National.

**Charter Buses**

GO GROUND must be contacted for ground transportation payable by the NCAA. Their phone number is listed above within this section.

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**Section 23 – Uniforms/Team Benches**

Teams must bring both light and dark uniforms and affix the NCAA Elite Eight uniform patch, which will be distributed at the Elite Eight, to the upper left chest of both sets of jerseys. The designated home team will wear its light uniform. If the team's "light" uniforms are not in a color contrasting with the designated visiting team's uniforms, the visiting team must adjust and wear a contrasting color. The NCAA Division II Men's Basketball Committee will designate uniform and bench assignments.

#### **Section 24 – Video Exchange**

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The Ford Center will record each game and provide the participating teams with a copy (DVD) immediately after each session. A copy of the team's opponent's game also will be provided. It should be noted that exchange at all rounds of the championship is permitted. Each game will also be uploaded to Synergy.

During the Men's Elite Eight, videotaping by individuals not associated with the institution is prohibited.

**2019 NCAA Division II Men's Elite Eight****PARTICIPANT CONFERENCE CALL INFORMATION FORM****Thursday, March 21****1 p.m. Eastern time****866/590-5055 (confirmation number 3294545)**

Name of institution \_\_\_\_\_ Region \_\_\_\_\_

Office phone \_\_\_\_\_ Home phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Director of Athletics \_\_\_\_\_

Head coach \_\_\_\_\_

Sports information director \_\_\_\_\_

Athletic  
Trainer \_\_\_\_\_

Manager \_\_\_\_\_

Date of arrival \_\_\_\_\_ Time of arrival \_\_\_\_\_

Airline \_\_\_\_\_ Flight number \_\_\_\_\_

Team host \_\_\_\_\_

Housing arrangement \_\_\_\_\_

Type of transportation needed \_\_\_\_\_

Are you bringing your band? \_\_\_\_\_ Total number \_\_\_\_\_

Are you bringing your cheerleaders? \_\_\_\_\_ Total number \_\_\_\_\_

Are you planning on filming or videotaping? \_\_\_\_\_

VIPs attending: \_\_\_\_\_  
\_\_\_\_\_

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# # # # #

**Please scan this form as soon as possible after regional competition (and prior to the Thursday, March 21 conference call) to:**

Eric Marvin  
President  
Evansville Sports Corporation  
401 SE. Riverside Drive  
Evansville, IN 47713  
Phone: 812-434-7699  
Cell: 812-375-4701  
Email: [emarvin@evansvillesports.org](mailto:emarvin@evansvillesports.org)

**BAND PASS GATE LIST**  
(Please list alphabetically)

TEAM: \_\_\_\_\_

Please list members of your band who will be admitted to the arena.

- |           |                      |
|-----------|----------------------|
| 1. _____  | 14. _____            |
| 2. _____  | 15. _____            |
| 3. _____  | 16. _____            |
| 4. _____  | 17. _____            |
| 5. _____  | 18. _____            |
| 6. _____  | 19. _____            |
| 7. _____  | 20. _____            |
| 8. _____  | 21. _____            |
| 9. _____  | 22. _____            |
| 10. _____ | 23. _____            |
| 11. _____ | 24. _____            |
| 12. _____ | Band Director: _____ |
| 13. _____ |                      |

**Please return this form by scan no later than Friday, March 22, to:**

Chelsie Buckman  
Project Manager  
Evansville Sports Corporation  
401 SE Riverside Drive. Evansville, IN 47713  
Phone: 812-421-2200  
Cell: 812-797-3331  
Email: cbuckman@evansvillesports.org



**CHEERLEADERS PASS GATE LIST**

(Please list alphabetically)

TEAM: \_\_\_\_\_

Please list each member of your cheerleading squad who will be admitted to the arena.

Cheerleaders:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

Coach: \_\_\_\_\_

Mascot: \_\_\_\_\_

**Please return this form by scan no later than Friday, March 22, to:**

Chelsie Buckman  
Project Manager  
Evansville Sports Corporation  
401 SE Riverside Drive. Evansville, IN 47713  
Phone: 812-421-2200  
Cell: 812-797-3331  
Email: cbuckman@evansvillesports.org

## TEAM PERSONNEL LIST

TEAM: \_\_\_\_\_

Please list members of your team who will be admitted to the arena.

	<u>Team Members</u>	<u>No.</u>		<u>Team Members</u>	<u>No.</u>
1.	_____	_____	13.	_____	_____
2.	_____	_____	14.	_____	_____
3.	_____	_____	15.	_____	_____
4.	_____	_____			
				<u>Coaches/Support Staff</u>	
5.	_____	_____	16.	_____	_____
6.	_____	_____	17.	_____	_____
7.	_____	_____	18.	_____	_____
8.	_____	_____	19.	_____	_____
9.	_____	_____	20.	_____	_____
10.	_____	_____	21.	_____	_____
11.	_____	_____	22.	_____	_____
12.	_____	_____	23.	_____	_____

Please list those individuals (e.g., president, faculty athletics representative, director of athletics) who may be admitted to the team locker room and interview room and will be receiving the four team administrator's credentials.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Please return this form by scan no later than Friday, March 22, to:**

Eric Marvin  
 President  
 Evansville Sports Corporation  
 401 SE. Riverside Drive  
 Evansville, IN 47713  
 Phone: 812-434-7699  
 Cell: 812-375-4701  
 Email: emarvin@evansvillesports.org

## 2019 NCAA DIVISION II MEN'S ELITE EIGHT TICKETS

*All times local (Central)*

Session 1	Wednesday, March 27 Noon – Quarterfinal 2:30 p.m. - Quarterfinal	Wednesday, March 27 6 p.m. - Semifinal 8:30 p.m. – Semifinal
Session 3	Thursday, March 28 6 p.m. – Quarterfinal 8:30 p.m. - Quarterfinal	Session 4      Saturday, March 30 2 p.m. Championship

## INDIVIDUAL TICKET PRICES

Session 1	_____	General Admission	@\$18= \$ _____
	_____		_____
Session 2	_____	General Admission	@\$18= \$ _____
	_____		_____
Session 3	_____	General Admission	@\$18= \$ _____
	_____		_____
Session 4	_____	General Admission	@\$18= \$ _____
	_____		_____
Student/Senior Citizen Pass	_____	General Admission	@ \$10=\$ _____
	_____		_____
All Sessions Pass	_____	General Admission	@\$40=\$ _____
	_____		_____

**Student is defined as anyone under 18 or a college student with valid ID. Senior citizen is defined as anyone over the age of 62. Ages 6 and under enter for free.**

Any additional (above the allotment of 150 per institution)? Yes ☐ No ☐

If yes, indicate quantity and session(s): \_\_\_\_\_

TOTAL AMOUNT OF MONEY ENCLOSED \$ \_\_\_\_\_

Credit card number \_\_\_\_\_ Expiration date \_\_\_\_\_

MasterCard ☐ Visa ☐ Discover ☐

Signature \_\_\_\_\_

**Please return by  
5 p.m. Central time, Friday, March 22, to the following:  
Brooke Mickens  
Ford Center  
Phone: 812-436-7163  
Email: bmickens@thefordcenter.com**

## CODE OF GOOD MANAGEMENT

The National Collegiate Athletic Association is vitally concerned with assisting member institutions that have been selected to host sessions of its 2019 basketball tournaments in the administration and management of the tournament sessions. Listed below are suggestions designed to prompt host institutions to encourage good sportsmanship among the competing teams and spectators and to ensure safe playing conditions for the participating student-athletes.

1. Good Sportsmanship.

- a. Spectators should not be allowed to assemble around the edges of the court before or at the conclusion of any game.
- b. The tournament director, or his designated representative, should go to the public address system at the first sign of unsportsmanlike crowd behavior and request cooperation in maintaining proper playing conditions.
- c. The tournament director and the basketball committee representative(s) shall stress at the pregame conference with game officials procedures to be followed in the event of a disturbance. They also shall review crowd-control and team-control measures established by the host institution. Through the respective conferences, the officials should have been instructed to enforce strictly all of the playing rules. Both the officials and representatives should be reminded of the significance of these rules.
- d. The same procedures and measures shall be reviewed with representatives of the participating institutions at their pregame meeting.
- e. Literature not related to the game shall not be distributed at any time.
- f. Posted signs, excluding the NCAA and approved television and radio banners, must be removed at the facility's expense, except in Divisions II and III, the official participating institutional banner is permitted.
- g. The tournament director should meet with and encourage cheerleaders to refrain from using derogatory chants directed toward the opposition. If a disturbance is imminent, the cheerleaders should raise arms and request silence, sing the alma mater, or use any other method to defuse any potential disturbance. At least one band should be prepared to play the national anthem if trouble occurs.
- h. Coordinate with the public address announcer a procedure for team introductions, which will project to the crowd that the opposing players and coaches are friendly competitors. Please read the crowd control statement before the start of each game.
- i. The conduct of the respective coaches is the single most important factor in crowd control. They must control themselves during the game in order to set the proper example for the teams, students and spectators. The coaches must assume a leadership role in initiating positive crowd attitudes. Tournament directors should stress this point to coaches and officials.

## 2. Safe Playing Conditions.

- a. Security guards shall be available and shall be located in the vicinity of the team benches and official scorers' table. A good force of officers and ushers should be visible to give an impression of firm control.
- b. The tournament director should give directions to all security personnel, outlining their specific areas of responsibility.
- c. Do not resort to uniformed police officers to control disturbances until necessary. Use non-uniformed security personnel whenever possible.
- d. Adequate exits should be provided.
- e. Use ropes to guide and control the crowd. Please prevent access to the floor level and restrict those seated at courtside from access to the playing floor. The crowd should be informed that persons are not allowed on the floor after any game. The hosts should have sufficient barriers and security in place to keep the floor clear.
- f. The public address announcer is responsible for whatever is said over the public address system. He/she should be enthusiastic, but calm, and always impartial. The tournament director should provide him/her with the NCAA crowd control statement asking the crowd to show respect for all participants. He/she should know the rules of play, particularly concerning conduct of players and partisan fans. He/she should be aware of the procedures established to deal with emergencies.
- g. The public address announcer should not hesitate to advise the crowd that throwing debris is unsportsmanlike and seriously endangers the safety of the competing student-athletes.
- h. Neither cheerleaders nor any non-tournament administrative personnel shall be permitted to use any public address system.
- i. Artificial noisemakers and air horns are not permitted in the venue. They need to be collected at the gate, for return after the conclusion of the session. The use of electronic musical instruments is not permitted during play.
- j. In the event of a disturbance or other unusual conditions, the game officials have authority to suspend play. Immediately thereafter, they should confer with the tournament director and basketball committee representative(s) regarding the desirability of resuming play. After conferring with the tournament director and the basketball committee representative(s), the referee shall determine when play will resume.

The administration, organization and general supervision of each tournament game shall be the responsibility of the tournament director. Your Code of Good Management will help provide safe playing conditions and ensure good sportsmanship towards the competing institutions and the spectators.

BEST WISHES FOR A MOST SUCCESSFUL TOURNAMENT

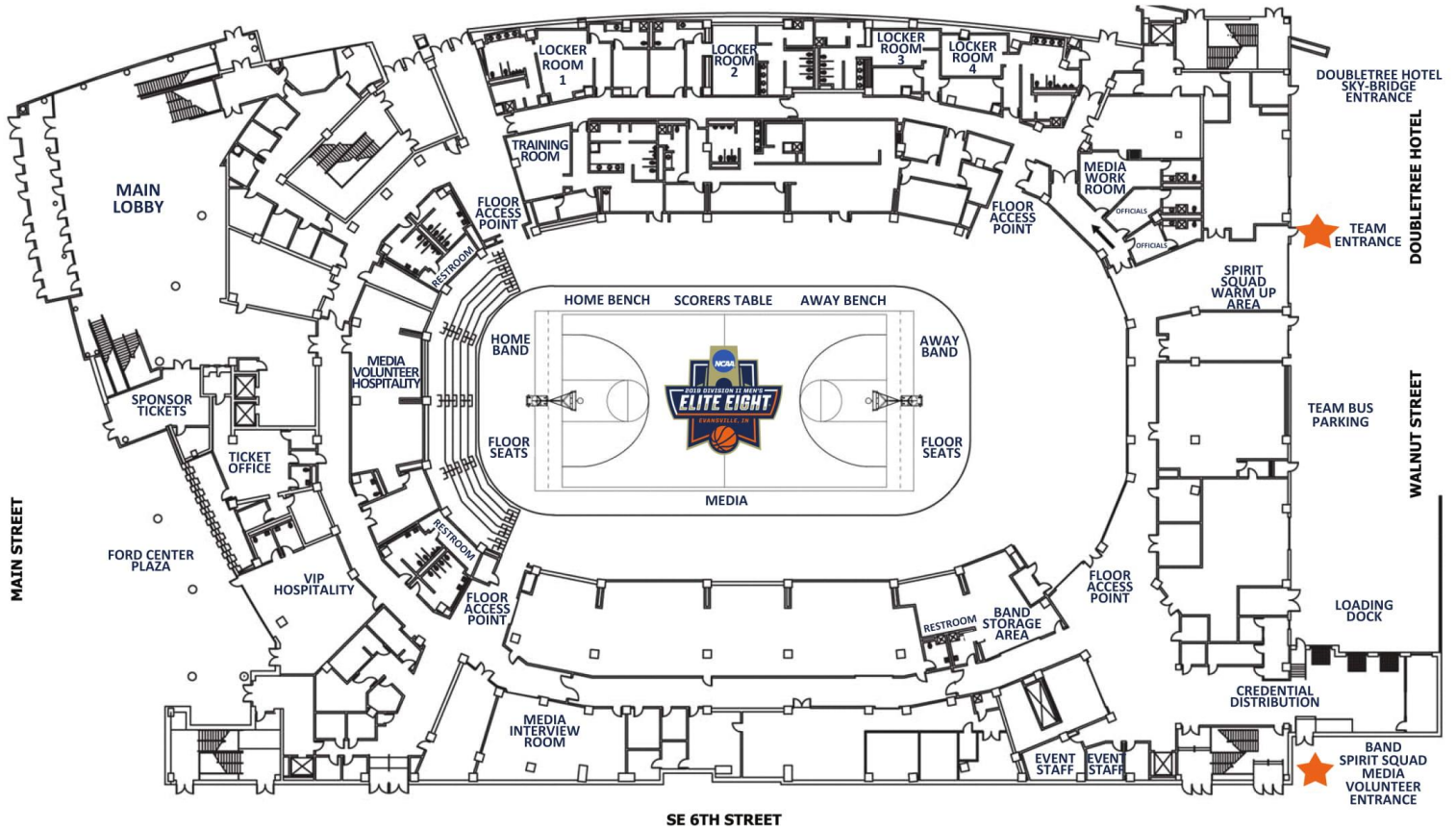
# APPENDIX G



## 2019 NCAA DIVISION II MEN'S BASKETBALL ELITE EIGHT Ford Center - Evansville, IN



MARTIN LUTHER KING JR. BLVD.



# Where the Locals Go

Make your way through our culinary scene as these local favorites are sure to please everyone's palate. From delightful coffees to mouth savoring steaks to good ol' comfort food to fine international cuisine and everything in between, you can be sure you will leave satisfied and pleased. [VisitEvansville.com/restaurants](http://VisitEvansville.com/restaurants)

## Acropolis Greek Cuisine

(812) 475-9320  
501 N Green River Road  
[AcropolisEVV.com](http://AcropolisEVV.com)

## Arazu on Main

(812) 401-1768  
415 Main Street  
[VisitArazu.com](http://VisitArazu.com)

## Azzip Pizza

(812) 401-3572  
Multiple Locations  
[AzzipPizza.com](http://AzzipPizza.com)

## Bandana's BBQ

(812) 401-9922  
6636 Logan Drive  
[BandanasBBQ.com](http://BandanasBBQ.com)

## Cork 'n Cleaver

(812) 479-6974  
650 S Hebron Avenue  
[EvansvilleCork.com](http://EvansvilleCork.com)

## Deerhead Sidewalk Cafe

(812) 425-2515  
222 E Columbia Street  
[DeerheadPizza.com](http://DeerheadPizza.com)

## DiLegge's Italian Restaurant

(812) 428-3004  
607 N Main Street  
[DiLegges.com](http://DiLegges.com)

## Franklin St. Pizza Factory

(812) 602-3028  
2033 W Franklin Street  
[FranklinStreetPizzaFactory.com](http://FranklinStreetPizzaFactory.com)

## La Campirana

(812) 550-1585  
724 N Burkhardt Road  
[La-Campirana.com](http://La-Campirana.com)

## Lic's Deli & Ice Cream

(812) 422-2618  
Multiple Locations  
[LicsDeliAndIceCream.com](http://LicsDeliAndIceCream.com)

## Los Bravos

(812) 474-9078  
Multiple Locations  
[LosBravosMex.com](http://LosBravosMex.com)

## Madeleine's

(812) 491-8611  
423 SE Second Street  
[MadeinesFusion.com](http://MadeinesFusion.com)

## Manna Mediterranean Grill

(812) 473-7005  
2913 Lincoln Avenue  
[Manna-Grill.com](http://Manna-Grill.com)

## Pangea

(812) 401-2405  
111 S Green River  
[TastePangea.com](http://TastePangea.com)

Image FF

## River Kitty Cat Cafe

(812) 550-1553  
226 Main Street  
[RiverKittyCatCafe.com](http://RiverKittyCatCafe.com)

## Roca Bar

(812) 422-7782  
1618 S Kentucky Avenue  
[RocaBarEvansville.com](http://RocaBarEvansville.com)

## Roppongi Steak & Sushi

(812) 437-5824  
7221 E Indiana Street  
[RoppongiEvansville.com](http://RoppongiEvansville.com)



## Sauced

(812) 402-2230  
1113 Parrett Street  
[Facebook.com/ComeGetSauced](http://Facebook.com/ComeGetSauced)

## Shyler's Bar-B-Q

(812) 476-4599  
5416 E Indiana Street  
[ShylersBBQ.com](http://ShylersBBQ.com)

## Smitty's Italian & Steakhouse

(812) 423-6280  
2109 W Franklin Street  
[SmittysEvansville.com](http://SmittysEvansville.com)

## Stoll's Country Inn

(812) 867-7730  
19820 Castle Creek Drive  
[StollsCountryInn.com](http://StollsCountryInn.com)

## Taj Mahal Indian Cuisine

(812) 476-5000  
900 Tutor Lane  
[TajMahalEvansvilleIN.com](http://TajMahalEvansvilleIN.com)

## Thai Papaya Cuisine

(812) 477-8424  
1434 Tutor Lane  
[Facebook.com/ThaiPapaya](http://Facebook.com/ThaiPapaya)

## The Dapper Pig

(812) 401-3333  
1112 Parrett Street  
[TheDapperPigEvansville.com](http://TheDapperPigEvansville.com)

## Turonis Pizzeria & Brewery

(812) 477-7500  
Multiple Locations  
[Turonis.com](http://Turonis.com)

## Vietnamese Cuisine

(812) 479-8818  
4602 Vogel Road  
[Facebook.com/VietnameseCuisine812](http://Facebook.com/VietnameseCuisine812)

## Walton's International

Comfort Food  
(812) 467-4255  
956 Parrett Street  
[WaltonsComfortFood.com](http://WaltonsComfortFood.com)

## Wolf's Bar-B-Q

(812) 424-8891  
6600 N First Avenue  
[WolfsBarBQ.com](http://WolfsBarBQ.com)

## Yang's Shabu Shabu

(812) 471-8889  
4700 Vogel Road  
[YangsShabuShabuIN.com](http://YangsShabuShabuIN.com)

## Zesto

(812) 424-1416  
Multiple Locations  
[ZestoOnFranklin.com](http://ZestoOnFranklin.com)

## Zuki Downtown

(812) 423-9854  
222 Main Street  
[LoveZuki.com](http://LoveZuki.com)

See more restaurants  
at [VisitEvansville.com](http://VisitEvansville.com)

## Caffeine!

### The Daily Grind

(812) 401-2040  
1 SE Ninth Street  
[TheDailyGrind.us](http://TheDailyGrind.us)

### Donut Bank

(812) 426-0011  
Multiple Locations  
[DonutBank.com](http://DonutBank.com)

### Honey Moon Coffee Co.

(812) 602-3123  
612 S Weinbach Avenue  
[HoneyMoonCoffee.co](http://HoneyMoonCoffee.co)

### Penny Lane Coffee House

(812) 421-8741  
600 SE Second Street  
[PennyLaneCoffeeHouse.com](http://PennyLaneCoffeeHouse.com)

### Proper Coffee

(812) 402-1100  
Multiple Locations  
[ProperCoffee.org](http://ProperCoffee.org)

### River City Coffee + Goods

(812) 550-1695  
223 Main Street  
[RiverCityEVV.com](http://RiverCityEVV.com)

### White Swan Coffee Lab

(812) 329-4733  
2025 W Franklin Street  
[WhiteSwanCoffeeLab.com](http://WhiteSwanCoffeeLab.com)



## BRU Burger Bar

(812) 302-3005  
222 Sycamore Street  
[BRUBurgerBar.com](http://BRUBurgerBar.com)

Image EE

## Cavanaugh's

(812) 433-4333  
421 Riverside Drive  
[TropEvansville.com](http://TropEvansville.com)

## Comfort

(812) 909-3742  
230 Main Street  
[ComfortEVV.com](http://ComfortEVV.com)

## Common Ground Community Kitchen

(812) 205-0616  
415 NW Fifth Street  
[CommonGroundKitchen.com](http://CommonGroundKitchen.com)

## Gerst Bavarian Haus

(812) 424-1420  
2100 W Franklin Street  
[GerstHausEvansville.com](http://GerstHausEvansville.com)

## Hilltop Inn

(812) 422-1757  
1100 Harmony Way  
[HilltopInnRestaurant.com](http://HilltopInnRestaurant.com)

## House of Como

(812) 422-0572  
2700 S Kentucky Street  
[Facebook.com/HouseOfComo](http://Facebook.com/HouseOfComo)

## Kanpai Sushi & Asian Bistro

(812) 471-7076  
4593 Washington Avenue  
[MyKanpai.com](http://MyKanpai.com)





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STATE

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TYPE OF CC \_\_\_\_\_ CC NUMBER \_\_\_\_\_

NAME ON CC \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY

STATE

ZIP

EXPIRATION DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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