

SECTION 8: INTENT TO BID FORM

Host City _____

Bidding Organization _____

Street Address _____

City _____ State _____ Zip _____

Phone _____

E-Mail _____ Website _____

Organization Contact _____

Title _____

Event Applying For (Include Year) _____

By signing and submitting this intent to bid form, I affirm that I am an authorized representative of the organization submitting this application and confirm that we have read and understand the terms and responsibilities outlined in the bid manual.

Email to: bidning@usquidditch.org

Authorized Organization Signature Date

Print Name Title

SECTION 9: RECOMMENDED BID SNAPSHOT

Please fill out the following pages to give information about the bid proposal from your organization. This form is not required. However, it lists everything USQ needs to know about your bid. The bid snapshot is available to download as a separate fillable PDF form (http://www.usquidditch.org/files/USQ_Events_Bidding_Manual_Forms.pdf) and as a Word document (http://www.usquidditch.org/files/USQ_Events_Bidding_Manual_Forms.docx).

Event applying for (regional championship /USQ Cup) <i>Circle one response.</i>	Regional Championship: Great Lakes, Mid-Atlantic, Midwest, Northeast, Northwest/West, South, Southwest National Championship: US Quidditch Cup
Bid year(s)	2021-22
Bidding Organization	
Bidding Organization Name	
Bidding Organization Website	
Organization Type <i>Circle one response.</i>	Convention and Visitors Bureau Parks and Recreation Department - Independent or Special District Parks and Recreation Department - City Organization Sports Community University Other (please specify):
Contact Name	
Contact Phone Number	
Contact Email Address	
Alternate Contact Email Address	
Host city and state	
Area within host organization purview	
Geographic restrictions for hotels <i>Where USQ can put its hotel blocks for teams per</i>	

<i>partner restrictions</i>	
	Yes / No
Area Demographics <i>For information gathering only. Will not affect bid.</i>	
Population	
Geographic size	
Closest 4 year University or College	
Number of events hosted each year	
Established quidditch team in host area?	Yes / No Team Name:
Dates Available	
Fall Regionals <i>Circle available dates</i>	2021 October 30-31 November 6-7 November 13-14
Note flexibility or conflicts for Fall Regional Championship dates	
Spring Regionals <i>Circle available dates</i>	2022 February 12-13 February 19-20 February 26-27 March 5-6
Note flexibility or conflicts for Spring Regional Championship dates	
US Quidditch Cup <i>Circle available dates</i>	2022 April 9-10
Note flexibility or conflicts for USQ Cup dates	
Access before event (1 -4 days) for setup <i>Circle one response.</i>	Yes / No

Access after event (1-2 days) for teardown <i>Circle one response.</i>	Yes / No
Historical Weather Information	
Average weather during proposed time period	
Average High Temperature:	
Average Low Temperature:	
Average Precipitation:	
Bid Details	
Total bid fee (cash + in-kind)	
Cash financial support	
In-kind services included	
Value of field rental <i>Please note must be provided for free in your bid.</i>	
Confirm: fields provided free of charge <i>Circle one response.</i>	Yes / No
Site visit – who arranges travel? <i>Circle one response. If arranged by USQ, travel must be reimbursed.</i>	By Organization By USQ
Area transportation - nearest airport(s) <i>Please list distance from airport to host city and facility.</i>	
Facility – name	
Facility – address	
Facility part of:	Bidding Organization Separate Organization

Circle one response.	
Number of contiguous fields	
Type of fields <i>Soccer, multipurpose, etc.</i>	
Full dimensions of playable areas in yards	
Field type <i>Natural grass or synthetic turf</i>	
Indoors or outdoors	
Back-up turf/indoor field options available? <i>To be used in the event of a weather emergency</i>	
Field lighting available? <i>Circle one response. Must be available at the facility</i>	Yes / No
Details on field lighting <i>All areas lit? Just some? None? Restrictions on hours of use? Is it existing light poles? If not, can temporary lighting be brought in?</i>	
Potable water available directly adjacent to fields <i>Type and ease of access (fountain vs spigots)</i>	
Are water coolers available?	Yes / No
Waste management details <i>Trash/recycling, do we need to do anything with</i>	

<i>this (ex. take to a dumpster)</i>	
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Inclement weather policy <i>Rain permitted? Specific policy?</i>	
Electricity access <i>Where is it located, permanent facilities, availability of generators</i>	
Internet access <i>Check all that apply.</i>	<input type="checkbox"/> Hardline <input type="checkbox"/> WiFi <input type="checkbox"/> Public Network <input type="checkbox"/> Private Network
Internet Speed (if known)	
Restrictions on hours for amplified sound/music	
Availability of parking Include number of spots	
Parking Cost	To Athletes: To Spectators:
Permanent buildings on site <i>Concessions, bathrooms, meeting space</i>	
Concessions Information <i>Exclusive food & beverage? Food trucks allowed? Flexibility with external vendors?</i>	
Are there healthy or vegetarian options available?	

Food allowed to be brought on site?	
Storage on site <i>In advance, overnight, and during event</i>	
Ability to ship things in advance to facility or bidding organization <i>Circle one response</i>	Yes/ No
Closest hospital <i>Name, distance to fields</i>	
Alcohol on site allowed?	Yes/ No
-If alcohol is allowed, is a special permit needed? Full event site vs specific restricted area	
Permits required?	
Insurance required <i>(Ex. Certificate of insurance listing host organization and/or facility as an additional insured)</i>	
-If so, what type of insurance? Coverage amount?	
Equipment available free of charge <i>Please include quantity</i>	
6- or 8-foot tables	
Chairs	
Bleachers	

10x10 tents	
Other size tents	
Scoreboards <i>Number? electric/flip?</i>	
Golf carts and/or Gators <i>Number, available for exclusive event staff usage, permitted on fields?</i>	
Additional In-kind Services	
Medical services: ATCs/ EMTs/ambulances. Able to be provided in-kind? <i>Circle one response.</i>	Yes / No
-If yes, number and qualification?	
-If no, providers in area?	
A/V services type? <i>(ex. Sound system for announcements and commentary)</i>	
- If no, providers in area?	
Port-a-potties	
Barriers / temporary fencing	
Security <i>On site security, police officers</i>	
Marketing and Hospitality	
Marketing support	Yes/No

available? <i>Circle one response.</i>	
Social Media for Bidding Organization	Yes/No <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Instagram <input type="checkbox"/> Other:
-If yes, provide metrics (Ex. how many Facebook followers)	
Traditional media <i>List area radio and TV stations</i>	
Print media	
Access to release flyers at local parks, local rec leagues, schools, youth orgs	
Email marketing <i>What's the reach of that?</i>	
Online media <i>Website, calendar of events</i>	
General marketing support – ability to have visual presence throughout city <i>(Ex. Electronic billboard, traditional billboard, ability to hang posters, have info postcards available throughout city)</i>	
Welcome bags for players? <i>Circle one response.</i>	Yes / No
- If so, what is included? <i>(Ex. Visitor guides, maps,</i>	

<i>brochures, restaurant/ attraction coupon, anything else?)</i>	
Potential social event locations	
Exclusivity contracts with any vendors? <i>Circle one response and explain.</i>	Yes / No
Limitations on external vendors? <i>Circle one response and explain.</i>	Yes / No
Volunteers database available for outreach?	
If submitting supplemental material, note that here	
<p>Attachments to include if available:</p> <ul style="list-style-type: none"> - Diagram/map of fields – preferred to include dimensions - Photos of facility - Overall area map showing the facility, hotel areas, and other points of interest and relevant stores (grocery store, Lowes/Home Depot, Fedex, Bank of America, Staples/Office Depot, Walmart, etc.) - Typical hotel rates for the time period - Additional information about any materials/support listed above - Visitors information for city/area 	
<p>Any other materials / comments about host location or bid:</p>	
<p><i>By signing and submitting this intent to bid form, I affirm that I am an authorized</i></p>	

representative of the organization submitting this application and confirm that we have read and understand the terms and responsibilities outlined in the bid manual.

Authorized signature	
Print Name	
Title	
Bid snapshot submission date	