

SECTION 7: BID APPLICATION DETAILS

US Quidditch is currently accepting bids for events in the 2019-20 and 2020-21 seasons. Please review all items in this manual before submitting your bid package.

1. The bidding process begins **July 2019**.
2. After reviewing the manual, please submit a complete Intent to Bid form if you have not done so already to bidning@usquidditch.org.
3. Submit completed bid package to bidning@usquidditch.org, including recommended bid snapshot and any supplemental bid package materials. If you are submitting bids for multiple event, a separate bid package needs to be submitted for each event. All bids are due by **February 15, 2019**.
4. Submitted applications will be reviewed and acceptable applications will be passed on to the selection committee for initial discussions.
5. The selection committee will narrow down the field and announce the finalists for each event in **March 2019**.
6. Site visits will be scheduled for **May 2019**.
7. Once the site visits have been completed, USQ's tournament selection committee will decide on a location for each event, and will announce the locations in **June 2019**.

All complete bid packages with snapshots and with any other supplementary material should be mailed or emailed to USQ staff at the address below. Any host organization sending materials in the mail should email bidning@usquidditch.org to confirm that they have been sent.

Sarah Woolsey, USQ Executive Director, 704.962.5099

Mary Kimball, USQ Events Director, 360.436.6255

PO Box 79304 | Charlotte, NC 28271

bidning@usquidditch.org

SECTION 8: INTENT TO BID FORM

Host City _____

Bidding Organization _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

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: bidding@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 here and as a Word document here.

Event applying for (regionals /nationals) <i>Circle one response.</i>	Regionals: Great Lakes, Mid-Atlantic, Midwest, Northeast, Northwest, South, Southwest, West Nationals: US Quidditch Cup
Bid year(s)	2019-2020 2020-2021
Bidding Organization	
Bidding Organization Name	
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 partner restrictions</i>	
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	

Average weather during proposed time period	Average High Temperature: Average Low Temperature: Average Precipitation:	
Established quidditch team in host area?	Yes / No Team Name:	
Dates Available		
Fall Regionals <i>Circle Available Dates</i>	2019 October 26-27 November 2-3 November 9-10	2020 October 31-November 1 November 7-8 November 14-15
Note Flexibility or Conflicts for Fall Regional Dates		
Spring Regionals <i>Circle Available Dates</i>	2020 February 8-9 February 15-16 February 22-23 February 29-March 1	2021 February 13-14 February 20-21 February 27-28 March 6-7
Note Flexibility or Conflicts for Spring Regional Dates		
US Quidditch Cup <i>Circle Available Dates</i>	2020 April 18-19	2021 April 10-11 April 17-18
Note Flexibility or Conflicts for US Quidditch 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	
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)	
Field complex – name	
Field part of: <i>Circle one response.</i>	Bidding Organization Separate Organization
Number of contiguous fields	
Type of Field <i>Soccer, quad, etc.</i>	
Full dimensions of playable areas	
Field type <i>Natural vs artificial turf</i>	
Back-up turf/indoor field options available? <i>To be used in the event of a weather emergency</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 this (ex. take to a dumpster)</i>	
Inclement weather policy <i>Rain permitted? Specific policy?</i>	
Field lighting <i>All areas lit? Just some? None? Restrictions on hours of use?</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 Available? Exclusive food & beverage? Flexibility with external vendors?	
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	
Closest hospital <i>Name, distance to fields</i>	
Alcohol on site allowed?	Yes/ No
-If so, 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)</i>	
- If no, providers in area?	
Port-a-potties	
Stage	
Barriers / temporary fencing	
Security <i>On site security, police officers</i>	

Marketing Support	
Marketing support available?	Yes/No
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 fans)	
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, brochures, restaurant/ attraction coupon, anything else?)</i>	
Potential afterparty 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?	
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, UPS/Fedex, Staples, Walmart, etc.) • Typical hotel rates for the time period • Additional information about any materials/support listed above • Visitors information for city/area 	
Any other materials / comments about host location or bid:	
Authorized signature	
Print Name	
Title	
Bid snapshot submission date	