



## 2012 College Table Tennis National Championships

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### Bid Application

Table tennis is the most popular sport in the world by participation. The College Table Tennis National Championships features the sport that everyone has at one point played and loved; played here at the highest level. The College Table Tennis National Championships is one of the premiere table tennis events in North America, featuring 40 of the best college table tennis teams from the across the United States, Canada and Puerto Rico. The event features a myriad of different men and women; student athletes from diverse backgrounds, with Olympians and Olympic hopefuls among them.

The College Table Tennis Championships are your chance to bring a national sporting event to your community, drawing interest and attention to your city, and generating economic impact for local businesses. The Championships encompass eight different singles, doubles, team and Paralympic events, over 3 days of competition, held each year, over a weekend in April.

#### **About NCTTA:**

The National Collegiate Table Tennis Association (NCTTA) is a non-profit organization established exclusively for promoting the sport of table tennis at the college level. As the national governing body for college table tennis in the United States and Canada, NCTTA organizes intercollegiate competition throughout North America. For more visit: [www.nctta.org](http://www.nctta.org).

#### **Bid Information Snapshot:**

**Time of Year:** Early April (not Easter weekend, April 7-8)

**Length of Event:** 4 days, Thursday to Sunday (1 practice day, 3 days of competition)

**Number of Teams:** 40 teams; 4 to 8 players per team, plus coaches/chaperones

**Number of Participants and Spectators:** 1000

**Average Length of Stay:** 4 nights per team

**Room Nights:** 300-400

**Room Rate:** Not be more than \$90.00/night

#### **Bid Deadline: April 22, 2011**

Submit completed application via email to both [president@nctta.org](mailto:president@nctta.org) and [vicepresident@nctta.org](mailto:vicepresident@nctta.org).

By completing this application, you, the bidder, agrees that the information included in your bid is accurate to the best of your knowledge, and that you will work closely with NCTTA putting forth the necessary amount of effort to make the Championships a successful event.

Please provide the information requested in each section below:

### **Host Organization:**

- 1) Name of host organization
- 2) Name of city
- 3) Name of the primary person and four secondary persons responsible for the Championships planning. For each member of the organizing committee, list experience and credentials in running local, regional, and/or national events.
- 4) Name of authorized signer of a host contract with NCTTA if your bid is selected.
- 5) List any supporting organizations and their primary and secondary persons.
- 6) List 3 other events your organization has hosted in the past.

### **Competition Venue:**

The competition venue must be a gym, sport center, or other facility reserved by the host organization. Competition space must have wood floors, rubberized athletic flooring, or another flooring surface suitable for athletic competition. Bare cement or carpet will not be considered unless there is a plan in place to bring in wood or rubberized athletic flooring for the duration of the competition. The venue must be able to accommodate:

- A minimum of 18 competition courts 40' x 20' in size.
- A minimum of 12 practice courts 30' x 15' in size.

A typical venue would encompass 30,000 to 50,000 square feet of competition and practice space, plus additional space for spectators, officials, sponsor/vendor booths, competition control area, meeting rooms, etc.

- 1) Please attach electronically, two photos of the venue from different angles.
- 2) Please attach a venue floor plan/diagram indicating key areas and dimensions of the competition venue.
- 3) Describe the flooring surface in the competition space.
- 4) Describe the lighting (direct or indirect). Can indirect lighting be covered for instance with the use of pipe-and-drape?
- 5) What is the light intensity in the competition space (in lux or foot candles)?
- 6) Are there any windows visible within vicinity of the competition space?
- 7) What is the height of the ceiling over the competition space?
- 8) Number of restrooms in vicinity of the playing area. Are the restrooms ADA-accessible?
- 9) Is there space available for sponsor/vendor booths near the competition area? If so, how much?
- 10) Are there any locker rooms in the venue? If so, how many?
- 11) Please describe the public address system/sound system in the venue?

- 12) What kind of seating is available for spectators? Are there bleachers? Moveable seating? How many spectators can be accommodated?
- 13) Does the venue have a controlled entrance point for admission purposes?
- 14) Is parking at the venue free? If not, what are the parking rates?
- 15) Is there a concession stand available in the facility? Are there restaurants within a couple of miles of the facility?
- 16) Are there extra rooms/meetings rooms available at the venue?
- 17) Are there hospitality/lounges areas available?
- 18) Is there a copier available in the venue? Fax machine?
- 19) Is Internet access available in the venue?
- 20) Are janitorial services available throughout the duration of the Championships weekend?
- 21) Does the facility/venue employ personnel that are CPR and First Aid certified?
- 22) Can the host organization secure the venue with contract?

### **Hotel:**

One hotel should be designated as the host hotel. The host hotel needs to have enough rooms to accommodate all athletes, coaches, staff, and out of town volunteers in addition to being able to provide meeting rooms for coaches, officials, and space for team registration. NCTTA will sign a contract with the hotel that the host organization advises.

Please answer the following questions about proposed host hotels:

- 1) What is the hotel name?
- 2) Name the hotel contact person, email and phone number.
- 3) What is the hotel capacity?
- 4) What is the proposed room rate?
- 5) Is master billing available?
- 6) List the number of restaurants available in proximity of the hotel?
- 7) Is there space for a registration area?
- 8) What are check-in and check-out times?
- 9) Does the hotel offer Internet access? Is it complimentary?
- 10) Is there complimentary meeting space available?
- 11) Are any complimentary rooms/suites offered for the event?
- 12) What other notable amenities does the hotel offer?

### **Banquet:**

A Championships banquet is expected for the athletes, coaches, officials, volunteers and any designated dignitaries. The banquet is typically held Saturday evening of the Championships

weekend. Seating capacity should be between 300-350 people. Alcohol cannot be served at the banquet.

- 1) Is suitable banquet space available at:
  - a. the designated host hotel?
  - b. another facility?
- 2) If banquet space is at another facility, how far (in distance and travel time) is the banquet facility from the host hotel?
- 3) How many people can be accommodated in the banquet space?
- 4) Regarding financial aspects of the banquet, will the banquet be:
  - a. Complimentary (provided at no charge to the event budget)
  - b. Event-related expense (charged to the event budget)
  - c. Participant-related expense (expense charged to participating teams)
  - d. Combination of both b. and c.
- 5) What is the expected cost per plate for the banquet?

### **Transportation:**

Please provide transportation information for the surrounding area (airports, highways, train stations, public transit, etc.). Transportation is expected between the airport(s) and host hotel, and between the host hotel and the competition venue.

- 1) Please provide a plan for assisting with transportation:
  - a. Between airport(s) and hotel (on travel days)
  - b. Between hotel and competition venue (on competition days)
- 2) Transportation (as described in your plan above) will be:
  - a. Complimentary (provided at no charge to the event budget)
  - b. Event-related expense (charged to the event budget)
  - c. Participant-related expense (expense charged to participating teams)
  - d. Combination of both b. and c.
- 3) What is the distance (in distance and travel time) from area airports/train stations to the hotel?
- 4) How far (in distance and travel time) is the hotel from the competition venue?
- 5) How many different airlines offer regular flights to area airport(s)?

### **Media Coverage:**

- 1) Describe your plan for media coverage for the Championships, including plans for local, regional, national coverage on radio, television, in newspapers, on the Internet or through other media outlets.

- 2) How many people do you expect to reach through TV and other media outlets identified above?
- 3) Would the host organization be able to designate a local media coordinator?
- 4) How do you plan to attract local spectators, including those from outside of the sport?

### **Championships Program:**

Event programs are an important part of the Championships. Players and spectators will collect them and use them as a guide to the different activities at the Championships. Each participant will typically receive a complimentary program as a souvenir. Ad space is available for potential sponsors, and is a way to generate revenue along with sales of programs to spectators.

- 1) Can the host organization provide assistance in designing the Championships program?
- 2) Can the host organization provide assistance in printing the Championships program?

### **Volunteer Plan:**

Volunteer support is critical to the success of the Championships. In particular, as many as 75 volunteers are employed in the following areas: registration, hospitality, venue set up and take down, field of play coordinators, practice area coordinators, umpires, scorekeepers, and control desk runners.

A minimum of one umpire is expected at each competition table throughout the competition.

- 1) What is your plan for recruiting local volunteers for the event?
- 2) Does the host organization have staff or volunteers that are able to assist the NCTTA tournament officials during the event?
- 3) What support can be expected from any local table tennis club(s)?

Please do not hesitate to attach any other pages containing helpful information with regard to volunteer support.

### **Site Visit:**

NCTTA Representatives conduct a site visit several months prior to the event to tour and inspect the host hotel and facilities. This also serves as an important opportunity to meet with local officials and advance planning for the Championships.

- 1) Can the host organization fund a site visit for up two NCTTA representatives? Funding is specifically accommodations and meals.
- 2) What is the best time of year to conduct a site visit? Site visit is typically done sometime between August and December.

### **Photography:**

A designated photographer is used to capture official photos of the competition and banquet for reporting and promotional purposes.

- 1) Can the host organization assist in securing a local photographer with experience in sports photography?

### **Sponsorships:**

NCTTA understands that without title and other sponsorship opportunities that the Championships would not be financially viable, but also in realizing this venture is a product owned and managed by NCTTA, NCTTA withholds the right to seek out, secure and retain any revenue from the Presented by (secondary title) sponsorship in these Championships.

Other sponsorship levels can be pursued by the host organization. All sponsor agreements for the event must be coordinated and approved by NCTTA.

- 1) Can the host organization assist with procurement of sponsors for this event?
- 2) Name any entities you plan to approach for sponsorships?
- 3) Are there any sponsorships already in place? Venue? Transportation? Banquet? etc.?

### **Budget:**

Please include a budget with anticipated expenses. Providing an accurate budget is essential to ensure a fair bidding process, and bidders are expected to verify the accuracy of their budget estimates by contacting relevant parties as needed. Failure to provide reasonable estimates may result in bid award cancelation, and/or additional sanctions. The following items are typically included in the budget, even though this is not an exhaustive list

Venue Rental  
Banquet  
Site Visit  
Posters and Marketing Materials  
Event Programs  
Photography  
Staff and Tournament Shirts  
Creative Design/Logo Development  
Supplies (Office Products)  
Printing Costs  
Transportation  
Athlete and Staff Lunches  
Insurance  
Audio Visual Equipment

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### **For More Information:**

For any questions or to submit a bid contact:

Willy Leparulo	or	Joseph Wells
NCTTA President		NCTTA Vice President
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