EVENTS BID MANUAL
US QUIDDITCH
Bidding for 2016-2017 and 2017-2018 seasons

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Photos by Nicole Harrig and Michael E. Mason.
Quidditch has a unique set of rules that include elements from rugby, basketball, and dodgeball. In addition, all players must keep brooms between their legs at all times. A quidditch team consists of a roster of 21 athletes, seven of whom are on the field at any one time. Each game is officiated by a group of seven referees. While the game can appear chaotic to the casual observer, quidditch is an exciting sport to watch and is even more fun to play.

Three chasers play with a ball called the quaffle and score goals worth 10 points each by shooting or dunking the ball through any one of three hoops at the other end of the pitch. They advance the quaffle down the field by running with it, passing it to teammates, or kicking it. Each team has a keeper who defends the goal hoops. Two beaters use dodgeballs called bludgers to disrupt the flow of the game by “knocking out” other players. Any player hit by a bludger is out of play until they touch their own hoops. Each team also has a seeker who tries to catch the snitch. The snitch is a ball attached to the waistband of the snitch runner, a neutral athlete in a yellow uniform who uses any means to avoid capture. The snitch is worth 30 points and its capture ends the game. If the score is tied after the snitch catch, the game proceeds into overtime. The average quidditch game lasts between 30 and 40 minutes.

The quidditch pitch is a pill-shaped field measuring 60 x 36 yards, surrounded by a rectangular boundary measuring 84 x 48 yards that spectators may not enter. For more information, including the official rulebook, please visit http://www.usquidditch.org/about/rules.

ABOUT US QUIDDITCH (USQ)

US Quidditch, Inc. is a 501(c)3 nonprofit and is the national governing body for the sport of quidditch. USQ advances the sport by organizing events and programs that build community and empower all genders to compete together.

USQ is led by a diverse executive leadership team and offers major tournaments, league development, volunteer opportunities, educational clinics, grant programs, support materials, merchandise, and insurance programs. The pillars of USQ’s mission are creativity, community and competition.

USQ fulfills our mission through six guiding core values:

• We establish the foundation for long-term sustainability through innovation, regulations, and expansion.
• We provide competitive opportunities for every level of athlete.
• We build a safe, inclusive, and respectful community.
• We strive to be a leader in gender inclusivity for all age groups
• We create meaningful community partnerships.
• We develop and empower future leaders.
OUR EVENTS

USQ’s major annual events include eight regional championships, which are qualifiers for the US Quidditch Cup, the national championship and season’s premier event.

OUR MEMBERSHIP

USQ has over 170 official teams, 4,000 official players, and 200 official referees, and is in contact with hundreds of additional teams that are currently forming and will be joining the league in the near future. More than one million people visit the USQ website each year, and the league earns tens of millions of media impressions annually. USQ event webcasts draw tens of thousands of viewers, and thousands of people attend our events annually.
SECTION 2: EVENTS OVERVIEW

Section 8 includes details of the bid application and information on deadlines throughout the bid process. The Intent to Bid form can be found in section 9, and the Bid Snapshot can be found in section 10.

CURRENT BIDDING YEARS

USQ is currently accepting bids for:

- The 2016-2017 season (August 2016 - May 2017)
- The 2017-2018 season (August 2017 - May 2018)

We also accept bids for seasons beyond 2017-2018. However, bid evaluation occurs annually, so final selection for bids beyond 2016-2017 may not occur until 2016. Please clearly indicate in your bid package which season(s) you are bidding for.

AVAILABLE EVENTS

- USQ is currently accepting bids for our major events: the US Quidditch Cup and Regional Championships.
- Please see sections 4 and 5 for more details on each event as well as specific bid requirements.
[Quidditch is] a sport that’s outside of the box. We wanted to fill our fields, especially on the off season. It’s bringing something new and exciting and there’s a lot of buzz around this event.”

US Quidditch is responsible for the overall operation of the event with the host organization providing basic assistance, products, services, and contacts.

Upon submission of a bid package by a bidding party, USQ will assume that the bidding organization has read and fully understands the responsibilities, requirements, and expectations needed to host a USQ event. Upon receipt of the bid application with an authorized signature, the bid will be considered an official invitation for US Quidditch (USQ) to proceed with these assumptions in place.

MINIMUM BID REQUIREMENTS

All bids for each event are expected to include the following:

1. Facility and fields provided free of charge (please include invoice listing value in the bid package). Please provide area map outlining all participating field/facility locations. Additional facility requirements for each event are outlined in sections 4 and 5.
2. Additional cash financial support and/or qualifying in-kind services, meeting minimum combined value for each event. The payment schedule for the bid fee will be discussed with the city during the contract phase, but any restrictions on payment timeline or use of funds must be indicated in the bid package.
3. A complimentary site visit provided to USQ representatives to inspect bids that are chosen as one of the two finalists for each event.
4. Collateral materials and support with service-related needs as outlined in sections 4 and 5.

Additional weight will be given to bids that meet one or more of the ideal items listed below.

IDEAL BIDS INCLUDE:

- Existing electric lighting at the playing fields.
- Event venue located close to a major city center.
- Proximity to a major airport and in-county hotels.
- Suitable to optimal weather at proposed event time.
- Promotional and marketing support (press, social media, community networks, discounted or complimentary local advertisement placement, media contacts, PR support, listing and link on the CVB web site, including a homepage listing starting one month prior to the event).
- Support in organizing after-parties or other supplementary events.

The existence of a quidditch team based in the host city will not affect a bid’s selection. Host cities may reach out to local teams, but it is important to note that US Quidditch as a league will run these events directly, and
will be the sole quidditch contact for host organizations. Given the growth of the sport and the development of the league, we strongly encourage host cities to confirm current policies and practices with USQ, in lieu of relying on information from local teams.

**IN-KIND SERVICES**

The following are examples of in-kind services that qualify for the minimum combined value requirement. Additional services may also qualify toward the minimum bid value on a case-by-case basis.

- **Medical services**—Hiring athletic trainers, EMTs, and/or ambulances.
- **Event equipment rental**—Including port-a-potties, seating, staging, barriers, tents, golf carts, etc.
- **A/V services**—Paying for the installation and use of sound equipment.
- **Security services**—Hiring security or police officers for on-site security (US Quidditch Cup only).

**SITE VISIT**

The fields and facility are one of the most important considerations in the selection process for USQ events. For this reason, the USQ selection committee must conduct a site visit to evaluate the condition, location, facilities, and other aspects of the proposed venue.

Interested bidders who are chosen as finalists will be expected to host USQ representatives for a complimentary site visit to evaluate the bid. Site visits will take place in the spring, per the timeline listed in section 8. The visits should include an inspection of the proposed fields, venues, and facilities; a tour of the local area; and meetings with local event support staff.

USQ will send two representatives to each Regional Championship site visit, and up to three representatives for US Quidditch Cup site visits.

While on a site visit, USQ representatives:

- Should be booked in a standard hotel room with double occupancy.
- Will travel in economy class for any necessary airline travel and will utilize the local airport listed in the bid packet, with transportation costs to the city and within the location covered by the host submitting the bid.
- Will not accept any inappropriate entertainment.
- Will not accept any gifts totaling more than $30 in value.

**COLLATERAL MATERIAL NEEDS**

- Logos for use in all USQ collateral material or website.
- An updated list/map of local attractions and restaurants.
- Welcome bags, including visitor guides, maps, brochures, restaurant and attraction coupons.
- Host may provide a welcome table and collateral material at check in and during all hours of the event to assist USQ athletes, families, and spectators with directions, area attractions, etc.
- Host may help open the tournament with a short welcome speech.
SERVICE-ORIENTED NEEDS

Contact information is needed for the following community partners, although USQ reserves the right to select any company it chooses for any service. Any exclusivity arrangements between the venue and a contractor must be laid out in the bid package and contract. USQ reserves the right to disregard any exclusivity agreements that the bidding party fails to notify USQ of in the bid package or contract.

- Tent company
- Audio/visual company
- Stage company (US Quidditch Cup only)
- Security company or law enforcement (US Quidditch Cup only)
- Portable restroom company
- Athletic trainers, EMTs, and medical services
- Fencing and barricade services
- Trash/sanitation company (both recycling and trash)
- Printing, signage, and banner services
- Media outlets
- City/county-affiliated vendors

NOTE: USQ reserves the right to negotiate rental agreements paid by USQ, including sound systems, food, tents, tables, chairs, and any other rentable items related to the event.

ADDITIONAL SERVICE-ORIENTED NEEDS

- Assistance in promoting the event to the local community. Past community involvement has included youth quidditch events, and family-oriented entertainment (contacts for community groups such as libraries or local schools may be requested).
- CVB or Sports Commission contact/liaison to assist with planning and execution of the event. Facility contact/liaison to assist with facility questions and needs.
- Volunteers and support staff on-site leading up to, during, and after the event.

HOTEL AND HOUSING NEEDS

- For housing options, USQ is focused on maintaining close proximity to the tournament site, offering an extensive accommodation list incorporating a range of prices, and providing amenities for the participants, officials, families, and fans.
- The hotels for USQ events should be in close proximity to the host facility designated for competition.
- For the US Quidditch Cup and Regional Championships, USQ has a Stay & Play policy which requires that in order to participate in a particular event, teams outside of a 100 mile radius from the event are required to book hotel rooms in one of several tournament-approved hotels (http://www.usquidditch.org/about/stay-and-play).
- For the US Quidditch Cup and Regional Championships, all teams staying in hotels will book through USQ with the local accommodations arranged through the host city and USQ’s travel agency, Traveling Teams (TT). Traveling Teams will create a website for each event with all selected hotel options available for reservation.
- USQ and TT are happy to work with the CVB/sports commission to distribute RFPs to local hotels.
• All event hotels, homes, and condos will be listed on the Traveling Team website and linked to the USQ website with complete property contact information, description and rates.
• All hotels, homes and condos submitting their property for tournament housing must offer a reduced rate package which should be the lowest available to anyone staying at their property during the tournament time period.
• The majority of rooms in the hotel blocks should be double/double.
• All rates should remain the same for single, double, triple, or quad occupancy.
• USQ will collect commission on room nights through Traveling Teams.
The US Quidditch Cup is USQ’s premier event and annual national championship. Featuring the top 60 teams from across the nation, this two-day tournament is the pinnacle of the competitive season and the largest spectator event of the year, with tickets sold online and at the door. Teams qualify through regional championships to have the opportunity to compete at nationals and be crowned champion.

Entering its tenth year, and previously called “World Cup” prior to the 2015-2016 season, this tournament has developed strong brand equity among quidditch players and enthusiasts, as well as in the general public. The Cup is perennially picked up by outlets like the Associated Press, USA Today, Buzzfeed, and Bleacher Report, and it remains USQ’s event with the most traction among each of its varied fan bases. Many spectators who attend just a single quidditch event each year make a commitment to attend the US Quidditch Cup, giving the tournament an unparalleled energy as the marquee event of the year.

In 2017, USQ is expecting 60 teams, 1,200 athletes, 5,000 – 8,000 spectators, and approximately 15 million media impressions.

TOURNAMENT SCHEDULE OVERVIEW

Friday – Check in and mandatory registration for all teams
Saturday – Competition begins
Sunday – Competition continues, championship games & awards

PAST LOCATIONS

2007 — Middlebury, VT
2008 — Middlebury, VT
2009 — Middlebury, VT
2010 — New York, NY
2011 — New York, NY
2013 — Kissimmee, FL
2014 — North Myrtle Beach, SC
2015 — Rock Hill, SC
2016 — Columbia, SC (upcoming)

MINIMUM BID VALUE

The minimum financial support and/or qualifying in-kind services value for the US Quidditch Cup, not including the facility rental, is $30,000.

FACILITY REQUIREMENTS

- High quality grass or artificial turf fields, with existing field lighting, with enough flat ground space for 10 quidditch pitches, each with a rectangular boundary measuring 84 x 48 yards.
- Indoor centralized building for event headquarters with electricity, bathrooms, wifi and heating/air-


conditioning or a trailer with equivalent amenities.
• Indoor bathrooms.
• Potable water fountains and spigots available for cooler refills.
• Secure perimeter or controlled entrance (vehicles and foot traffic) for ticketing and parking concessions.
• Existing fencing to regulate access.
• Trash removal and waste management provided.
• Must be available for three days prior to event, two days for event, and one day after event for set-up and teardown (six total days).
• The event venue must be allowed to have amplified sound and music.
• The event site must be handicapped-accessible.
• The event site must have access to extensive parking, including handicapped-accessible parking and ample space for bus parking.

The USQ national office will supply professional tournament staff who will set up, conduct, and tear down the US Quidditch Cup. This is a turnkey operation that will require some additional assistance from the host/venue.

**SPECIFIC MATERIAL NEEDS**

• Facility will provide striping and lining of the fields based on USQ specifications.
• Ability to seat 5,000 spectators throughout the tournament at any given time through a combination of bleachers, chairs, in a stadium setting, or with additional seating options, and additional seating able to be used for championship matches.
• A minimum of five golf carts for use by the planning staff for transportation at the tournament sites, with access to more preferred.
• PA system to cover the playing surface and surrounding area: separate speaker(s) at each field including a wireless soundboard at HQ that can broadcast universal event announcements.
• Electricity access at fields, HQ, and vendor areas.
• Wireless internet provided and a dedicated private hard line available (at least 10 MB upload speed preferred).
• Tables and chairs at each designated location. Total number and placement will be coordinated with the venue contact, with a minimum of 45 tables and 90 chairs needed, in addition to spectator seating needs.
• A minimum of 10 water refill stations, strategically placed throughout the competition fields, each including a 10x10 tent, two 8-foot tables, and two water coolers.
• A minimum of two secure storage areas (minimum 20’ x 20’ each) for all USQ merchandise, product, and event materials. USQ will coordinate delivery of all items beginning one month prior to the tournament. USQ representative will need access to this area throughout the tournament and will coordinate open/close times.
• USQ must be able to set up barricades and line dividers as necessary for crowd control.
CONCESSIONS AND VENDORS

CONCESSIONS

- A minimum of three different food vendors requested, preferably more.
- USQ requests that local concession stands offer healthy options for the athletes such as fruit, sports drinks, and water, as well as alternate dietary options such as vegetarian, vegan, and gluten free meals.
- Hours of concession operation will be coordinated during competition days and posted for all participants.

VIP AREA

USQ will provide a VIP area for between 100 and 300 guests. Food, drinks (including alcohol if permitted by the facility and city), and other goods and services as needed will be provided by vendors selected by USQ.

VENDORS

- USQ has the right to provide space for its vendor partners.
- Host may help USQ solicit local vendors that would enhance the event; however, all vendors must be approved by USQ and all fees would be paid directly to USQ by such vendors prior to the event.
- All USQ souvenirs and merchandise (includes any programs and tournament t-shirts) are the exclusive rights of US Quidditch. The merchandise area will be equipped with ten 8-foot tables with two chairs each and will require electricity access.
- Merchandise booth will be under the direction of USQ personnel and will not pay a commission to facility management or concessionaire for exclusive rights to this area.
- USQ personnel will coordinate with facility contact for set-up and teardown procedures as well as delivery and storage of all merchandise and product prior to set-up day.

ADDITIONAL EVENT INFORMATION

- USQ planning staff will coordinate start and practice times with the facility coordinator.
- USQ will run tournament registration at hotels when teams arrive before the event begins, and there will be a streamlined process for those teams to enter the field site.
- The indoor HQ area will serve as the main USQ staff area and should be centrally located. Area will be equipped with internet access, electricity access, three 8-foot tables, and six chairs.
- There should be a minimum of three first aid areas easily identified at the facility, strategically located throughout the competition fields. Area will be equipped with complete first aid kit, 10x10 tent, one 8-foot table, three chairs, and electricity access. First aid staff (athletic trainers and EMTs) will also need access to an ice machine. First aid areas will be open during all event hours, and will always have at least one medic stationed at all times.
- A fenced off section of the event site, approximately 120x160 feet, will serve as the teams village where teams may set up their own pop-up tents during the competition day and only teams may enter this area. Facility should clarify if tent staking will be permitted.
- The entertainment area will include a stage with amplified sound and various performances. This is preferably slightly separated from the rest of the competition fields, and facing away from them to reduce sound issues.
- The schedule area will contain large whiteboards, posters, signs, and banners displaying: the event
schedule, the event brackets, scores, and results. This requires space to hang large banners and signs, along with tables, chairs, and barricades.

• Additional areas will each include a 10x10 tent, two 8-foot tables, and four chairs, including: snitch area, referee area, information booth, volunteer check-in, and one scorekeeping booth per pitch.
US Quidditch hosts eight regional championships per year. Through these events, USQ aims to showcase quidditch in different areas of the United States and to increase awareness and appreciation of quidditch and USQ by the local community. The number of teams and average number of room nights varies by region.

**GREAT LAKES:** Indiana, Kentucky, Michigan, Ohio
- Estimated number of teams: 15-25
- Estimated number of room nights: 100-200

**MID-ATLANTIC:** Delaware, Maryland, New Jersey, North Carolina, Pennsylvania, Virginia, Washington DC, West Virginia
- Estimated number of teams: 20-30
- Estimated number of room nights: 150-250

**MIDWEST:** Colorado, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin
- Estimated number of teams: 15-25
- Estimated number of room nights: 100-200

**NORTHEAST:** Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont
- Estimated number of teams: 20-30
- Estimated number of room nights: 150-250

**NORTHWEST:** Alaska, Idaho, Montana, Oregon, Washington, Wyoming
- Estimated number of teams: 10-20
- Estimated number of room nights: 75-150

**SOUTH:** Alabama, Florida, Georgia, Mississippi, South Carolina, Tennessee
- Estimated number of teams: 15-25
- Estimated number of room nights: 100-200

**SOUTHWEST:** Arkansas, Colorado, Louisiana, New Mexico, Oklahoma, Texas
- Estimated number of teams: 20-30
- Estimated number of room nights: 150-250
WEST: Arizona, California, Hawaii, Nevada, Utah

Estimated number of teams: 25-35
Estimated number of room nights: 200-300

PREVIOUS REGIONAL CHAMPIONSHIP LOCATIONS

GREAT LAKES (Great Lake Region not created until the 2015-2016 season)
West Chester, OH — November 7-8, 2015 (upcoming)

MID-ATLANTIC
Virginia Beach, VA November 14-15, 2015 (upcoming)
Henrico County, VA — November 1-2, 2014
Leesburg, VA — November 23-24, 2013
Roanoke, VA — November 3-4, 2012

MIDWEST
Macomb, IL —November 21-22, 2015 (upcoming)
Grand Rapids, MI — November 8-9, 2014
Rockford, IL — October 26-27, 2013
Warren County, OH — November 10-11, 2012

NORTHEAST
Rochester, NY — October 31 - November 1, 2015 (upcoming)
Rochester, NY — November 15-16, 2014
Rochester, NY — November 16-17, 2013
Newport, RI — November 17-18, 2012

NORTHWEST (Northwest Region not created until the 2014-2015 season)
Salem, OR — February 6-7, 2015 (upcoming)
Tukwila, WA — March 7, 2015

SOUTH
Auburndale, FL — February 13-14, 2016 (upcoming)
Palm Coast, FL — February 28 - March 1, 2015
Rock Hill, SC — February 15-16, 2014
Augusta, GA — March 2-3, 2013

SOUTHWEST
San Marcos, TX — February 20-21, 2016 (upcoming)
San Marcos, TX — February 21-22, 2015
Tulsa, OK — February 22-23, 2014
College Station, TX — February 23-24, 2013
WEST

Peoria, AZ — Spring 2017 (upcoming)
Los Angeles, CA — February 27-28, 2016 (upcoming)
Placer Valley, CA — February 14-15, 2015
Tempe, AZ — November 23-24, 2013
Placer Valley, CA — February 16-17, 2013

MINIMUM BID VALUE

The minimum financial support, not including the facility rental, is $5,000 for a regional championship in qualifying in-kind services or cash financial support.

FACILITY REQUIREMENTS

• High quality grass or artificial turf fields with enough flat ground space for four to six quidditch pitches, each with a rectangular boundary measuring 84 x 48 yards (44 x 77 meters).
• Electricity access.
• Potable water fountains and spigots available for cooler refills.
• Ample parking space for spectators and teams.
• Trash removal provided.
• Must be available one day prior to event for set-up, and up to two days for event (total three days).
• Any additional items from the US Quidditch Cup list will strengthen the likelihood of bid acceptance.
[Our city] hosts a lot of events but we were looking to expand into non-traditional sports, especially those we see as having real growth potential, like quidditch.”

US Quidditch is dedicated to growing quidditch at local, regional, and national levels. We will promote each event through various media in order to bring new visitors and their families to your city, and provide a great experience for your residents.

ECONOMIC IMPACT

REGIONAL CHAMPIONSHIPS

• USQ expects the housing requirements for a regional championship to vary by region, with an average length of stay of two nights. At regional championships, teams are required to house their players at a local hotel as per USQ’s Stay & Play policy.
• Approximately 200-500 spectators will attend each event and often require housing, food and transportation. Spectators can be defined as family, friends, fans, and media.

US QUIDDITCH CUP

• USQ expects the housing requirements for the US Quidditch Cup to be approximately 1,000 room nights at local accommodations, with an average length of stay of three nights. At the US Quidditch Cup, teams are required to stay at a local hotel as per USQ’s Stay & Play policy.
• Approximately 5,000–8,000 spectators will attend the event and often require housing, food and transportation. Spectators can be defined as family, friends, fans, and media.
• The 2015 event was estimated to bring in almost $1 million in economic impact to the Rock Hill/ York County area.¹

MEDIA AND PUBLIC RELATIONS

The host city/county will gain exposure in/on:

• Strong presence of event on USQ website (www.usquidditch.org) before, during, and after the event.
• USQ event website.
• Marketing through USQ affiliate and partner websites, including city logo on hotel booking website.
• Extensive USQ national social media network. USQ has been able to leverage our young demographic into a thriving and dedicated social media following. USQ receives over two million page views annually and has 17,000 Twitter followers, 18,000 Facebook Likes, and nearly 100,000 views on its YouTube channel.
• League members and fans frequently read, comment, and repost our social media content, as well as the daily strategy and analysis articles posted on our homepage
• All tournament material and registration information.
• All collateral material (newspaper, flyers, postcards, event banners, signs).

• Tournament press releases and additional media coverage (for example, the 2013 World Cup earned 100 million media impressions).
• Email blasts about event to entire league of fans and players.
• Live webcast of event and promotion of the webcast.
• Strong national and local traditional media outreach.
USQ will provide the following for each event:

- An event organizing team consisting of USQ staff and volunteers.
- Direct oversight by USQ Events Director.
- Dedicated staffers appointed to the Local Organizing Committee (LOC), which will be made up of members from the host city as well as USQ:
  - **LOC Director:** The host city will designate a representative to act as its principal liaison to USQ for the duration of the event.
  - **Facility Coordinator:** The host city will oversee the appointment of a representative to act as the primary contact on behalf of the event facility.
- A detailed operations plan finalized prior to the event, to include: facility usage schedule, game schedule, spectator management plans, crisis management response plans, and shipping and storage needs.
- A post-event debrief meeting with the LOC after the event.
- Event officials, support staff, and volunteers (referees, scorekeepers, hospitality staff, team services, set-up/tear down, and more).
- All teams and players competing in the event.
- For the US Quidditch Cup and regional championships, each team is required to house their players at a local hotel as per USQ’s Stay & Play policy. The host city will assist in organizing discounted hotel packages for players, as per the “Hotel and Housing Needs” information in section 3.
- All event merchandise.
- Extensive promotion of the event via USQ channels including website, social media, and email newsletters.
- General liability insurance coverage extended to the host facility, as well as accident insurance coverage extended to event participants.
- Inclusion of host’s design collateral on all promotional materials.
- USQ will provide some VIP event passes for host officials (mayor, city council, county commissioners, press) at the US Quidditch Cup.
US Quidditch is currently accepting bids for events in the 2016-2017 and future seasons. Please review all items in this manual before submitting your bid package.

1. The bidding process begins October 7, 2015.
2. After reviewing the manual, please submit a complete Intent to Bid form if you have not done so already to joe.pickett@usquidditch.org.
3. Complete bid snapshot and submit with supplemental bid package materials to joe.pickett@usquidditch.org. If you are submitting bids for multiple event, a separate snapshot and package needs to be submitted for each event. All bids are due by **February 19, 2016**.
4. Submitted applications will be reviewed and acceptable applications will be passed on to the selection committee for initial discussions.
5. Once the selection committee has narrowed down the field and announced the finalists for each event in **March 2016**, site visits will be scheduled.
6. Once the site visits have been completed, USQ tournament selection committee will decide on a location for each event, and will announce the locations in **June 2016**.

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

Joe Pickett
USQ Location Coordinator
PO Box 1114
Bradenton, FL 34205
joe.pickett@usquidditch.org
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: joe.pickett@usquidditch.org

Authorized Organization Signature ___________________ Date _______________

Print Name ___________________________ Title _____________________________
Please fill out the following pages to give information about the bid proposal from your organization.

| Event applying for (regionals /nationals) | Regionals: Great Lakes, Mid-Atlantic Midwest, Northeast, Northwest, South, Southwest, West  
|                                           | Nationals: US Quiddich Cup |
| Bid year(s) requested                     | 2016-2017 2017-2018 |
| Bidding organization name                 |  |
| Organization type                         | Parks and Recreation Department - Independent or Special District  
|                                           | Parks and Recreation Department - City Organization  
|                                           | University  
|                                           | Convention and Visitors Bureau  
|                                           | Sports Community  
|                                           | Other (please specify): |
| Contact name                              |  |
| Contact Phone Number                      |  |
| Contact Email Address                     |  |
| Alternate Contact Email Address           |  |
| Host city and state                       |  |
| Area within host organization purview     |  |
| Area demographics                         | For information gathering only. Will not affect bid. |
| Population                                |  |
| Geographic size                           |  |
| Youth sports participation %              | If you have statistics |
| 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

<table>
<thead>
<tr>
<th>Event</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
</table>
| **Fall Regionals**  
*Circle Available Dates* | October 29-30  
November 5-6  
November 12-13  
November 19-20 | October 28-29  
November 4-5  
November 11-12  
November 18-19 |
| **Spring Regionals**  
*Circle Available Dates* | 2017  
February 4-5  
February 11-12  
February 18-19  
February 25-26 | 2018  
February 3-4  
February 10-11  
February 17-18  
February 24-25 |
| **US Quidditch Cup**  
*Circle Available Dates* | 2017  
April 8-9  
April 15-16 | 2018  
April 7-8  
April 14-15 |

**Note Flexibility or Conflicts for Fall Regional Dates**

**Note Flexibility or Conflicts for Spring Regional Dates**

**Note Flexibility or Conflicts for US Quidditch Cup Dates**

### Access before event (1 -3 days) for setup

*Circle one response.*  
Yes / No

### Access after event (1-2 days) for teardown

*Circle one response.*  
Yes / No

### Total bid fee  
(cash + in-kind)

- **Cash financial support**
- **In-kind services included**

**Value of field rental**  
*Please note must be provided for free in your bid.*

### Confirm: fields provided free of charge

*Circle one response.*  
Yes / No
<table>
<thead>
<tr>
<th>Site visit – who arranges travel?</th>
<th>By Organization</th>
<th>By USQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circle one response.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area transportation - nearest airport(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field complex – name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field part of</td>
<td>Bidding Organization</td>
<td>Separate Organization</td>
</tr>
<tr>
<td>Circle one response.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of contiguous fields</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soccer, quad, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full dimensions of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>playable areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural vs artificial turf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potable water available</td>
<td></td>
<td></td>
</tr>
<tr>
<td>directly adjacent to fields</td>
<td></td>
<td></td>
</tr>
<tr>
<td>– type and ease of access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(fountain, vs spigots)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are water coolers available?</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>Waste management details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>– trash/recycling,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>do we need to do</td>
<td></td>
<td></td>
</tr>
<tr>
<td>anything with this (ex.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take to a dumpster)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inclement weather policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rain permitted? Specific</td>
<td></td>
<td></td>
</tr>
<tr>
<td>policy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field lighting – all areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>lit? Just some? None? Restrictions on hours of use</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electricity access – where</td>
<td></td>
<td></td>
</tr>
<tr>
<td>is it located, permanent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>facilities, availability of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>generators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet access</td>
<td>☐ Hardline ☐ WiFi</td>
<td></td>
</tr>
<tr>
<td>☐ Public Network ☐ Private Network</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Speed (if known)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Restrictions on hours for amplified sound/music</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Availability of parking</strong>&lt;br&gt; <em>Include number of spots</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parking Cost</strong></td>
<td><strong>To Athletes:</strong></td>
<td><strong>To Spectators:</strong></td>
</tr>
<tr>
<td><strong>Permanent buildings on site</strong>&lt;br&gt; <em>Concessions, bathrooms, meeting space</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Concessions – available?</strong>&lt;br&gt; <strong>Exclusive food &amp; beverage? Flexibility with external vendors?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Are there healthy or vegetarian options available?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Food allowed to be brought on site?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Storage on site</strong>&lt;br&gt; <em>In advance, overnight, and during event</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ability to ship things in advance to facility or bidding organization</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Closest hospital – name, distance to fields</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Alcohol on site – allowed?</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>-If so, is a special permit needed? Full event site vs specific restricted area</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Permits required?</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Insurance required (ex. Certificate of insurance listing host organization and/or facility as an additional insured)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>-If so, what type of insurance? Coverage amount?</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Equipment available free of charge
*Please include quantity*

<table>
<thead>
<tr>
<th>6- or 8-foot tables</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs</td>
<td></td>
</tr>
<tr>
<td>Bleachers</td>
<td></td>
</tr>
<tr>
<td>10x10 tents</td>
<td></td>
</tr>
<tr>
<td>Other size tents</td>
<td></td>
</tr>
<tr>
<td>Scoreboards - number?</td>
<td></td>
</tr>
<tr>
<td>electric/flip?</td>
<td></td>
</tr>
<tr>
<td>Golf carts - number, available for exclusive event staff usage, permitted on fields?</td>
<td></td>
</tr>
</tbody>
</table>

**In-kind Services**

| Medical services – EMTs/ATCs/ambulances – able to be provided in-kind? | Yes / No |
| - If yes, number and qualification? |  |
| - If no, providers in area? |  |
| A/V services – in-kind? Type? (ex. Sound system for announcements) |  |
| - If no, providers in area? |  |
| Port-a-potties |  |
| Stage |  |
| Barriers / temporary fencing |  |
| Security – on site security, police officers |  |

**Marketing support available**

<table>
<thead>
<tr>
<th>Social Media for Bidding Organization</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Facebook ☐ Twitter ☐ Instagram ☐ Other:</td>
<td></td>
</tr>
</tbody>
</table>

For social media channel with most followers, provide metrics (ex. how many Facebook fans)
| **Traditional media**  
*List area radio and TV stations* |  |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print media</strong></td>
<td></td>
</tr>
<tr>
<td>Access to release flyers at local parks, local rec leagues, schools, youth orgs</td>
<td></td>
</tr>
</tbody>
</table>
| **Email marketing**  
*What's the reach of that?* |  |
| **Online media – website, calendar of events** |  |
| General marketing support – ability to have visual presence throughout city (Ex. Electronic billboard, traditional billboard, ability to hang posters, have info postcards available throughout city) |  |
| Welcome bags for players?  
*Circle one response.* | Yes / No |
| - If so, what is included?  
(ex. Visitor guides, maps, brochures, restaurant/attraction coupon, anything else?) |  |
| Potential afterparty locations |  |
| Exclusivity contracts with any vendors?  
*Circle one response and explain.* | Yes / No |
| Limitations on external vendors?  
*Circle one response and explain.* | Yes / No |
<p>| Volunteers database |  |
| Authorized signature |  |</p>
<table>
<thead>
<tr>
<th>If submitting supplemental material, note that here</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Attachments to include if available:</td>
</tr>
<tr>
<td>• Diagram/map of fields – preferred to include dimensions</td>
</tr>
<tr>
<td>• Photos of facility</td>
</tr>
<tr>
<td>• 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.)</td>
</tr>
<tr>
<td>• Typical hotel rates for the time period</td>
</tr>
<tr>
<td>• Additional information about any materials/support listed above</td>
</tr>
<tr>
<td>• Visitors information for city/area</td>
</tr>
</tbody>
</table>

Any other materials / comments about host location or bid: