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*LHSAA State Championships RFP*

# SITE PROPOSAL OUTLINE

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Proposals to host the Louisiana High School State Championships must be received in the LHSAA office no later than **May 15**. A proposal packet must address the following points and include the following documentation:

1. **Completed Proposal Checklist Form and Proposal to Host Form.**
2. **Completed Agreement to Terms & Conditions Form and Venue Information Form.**
3. **Completed Key Contacts Directory Form.**
4. **Information regarding prospective host organization:**
  - a. Type of organization and purpose
  - b. Organizational chart for host's local organizing committee.
  - c. Relationship between host and local sports commission or convention and visitor's bureau.
  - d. Name of event manager and brief description of his/her event-organizing experience.
  - e. Similar sporting events that have been hosted by the organization.
  - f. Affirmation of solid volunteer base from which to draw staffing for the event.
  - g. Law enforcement agency(ies) that will provide uniformed officers during event.
  - h. Agency(ies) that will provide required medical staffing and support for event.
  - i. Describe any plans to secure local sponsorship for event.
  - j. Disclose any facility policies that might prohibit LHSAA sponsor partners from showcasing and distributing their products or services in facility during event.
5. **Information regarding proposed facility.**
  - a. Name and location of facility.
  - b. Name of facility liaison.
  - c. Letter from facility management/ownership confirming facility's availability on specified dates in both years of term, its willingness to house event and its waiver of all access, utilities and vendor fees.
  - d. Examples of comparable sporting events that have been held in facility.
  - e. Address all facility requirements as stated in site proposal specifications [i.e., spectator seating capacity, type of seating (permanent or portable), concession stands and restrooms; competition surface; lighting and required equipment; availability of locker room and training facilities; media accommodations; hospitality area; etc.]
  - f. List and describe any special technological features of facility that will be available for use to enhance event experience for participants and spectators.
  - g. List all existing signage in facility and contractual commitments for its display. Describe facility's ability to work with LHSAA and its sponsorship partners if product category conflicts or other signage issues should develop. Describe what steps, if any, facility can take to eliminate or reduce visibility of signage promoting alcoholic beverages.
  - h. Map showing location of facility.
  - i. Diagrams of facility showing seating areas; entrances and exits for spectators, participants and credentialed individuals; competition venue layouts (include entrances for teams and officials to the venues)
  - j. Diagram of all parking areas showing proximity to facility and number of available spaces.
  - k. Describe plans to handle overflow parking.
  - l. Disclose all financial terms (i.e., parking fees) associated with parking.

- m. Provide copy of facility's security and evacuation plan.
- n. Provide a set of digital venue photos.
- 6. **Commercial identification, signage and official marks** - Acknowledge usage of the official name and logo of the event. Indicate willingness to dress and decorate facility for the event according to LHSAA guidelines, including decals, banners, signage, table coverings and skirting, etc.
- 7. **LHSAA sponsor partners** - Acknowledge understanding of LHSAA sponsor partners and their rights.
- 8. **Hospitality** - Discuss plans for providing required hospitality services.
- 9. **Lodging**
  - a. Describe efforts you will undertake on behalf of participating teams to negotiate special rates for lodging accommodations, including food services, during their stay in your community.
  - b. Name of proposed staff hotel. Distance and driving time to facility. Enclose brochure from the hotel. Will host and/ or hotel offer to provide LHSAA any complimentary rooms?
  - c. Disclose any other events taking place within the city or surrounding communities during the dates of the event that may impact the availability of reasonably priced lodging accommodations for participating teams and spectators.
- 10. **Marketing and Promotions**
  - a. Outline plan to advertise and promote the event.
  - b. Disclose any plans for special festivities to be associated with the event that will enhance the experience for participating student-athletes and coaches, and/or spectators.
- 11. **Food and Beverage Concessions**
  - a. Disclose plans for providing food and beverage concession services to spectators.
  - b. Confirm that neither alcoholic beverages nor tobacco products will be sold or dispensed in facility during event.
- 12. **Merchandising** - Describe plans for the production and selling of a tournament program.
- 13. **Insurance** - Describe your ability to provide required insurance coverage.
- 14. **Financial**
  - a. State your proposed financial arrangement with the LHSAA.
- 15. **Summation** - Close your proposal with an explanation as to how and why the prospective host organization and prospective facility should be selected to serve as host for the event. Specifically address how the prospective host organization, the prospective facility and the surrounding community are qualified to uniquely fulfill the specifications. What about your facility or community will contribute to a successful event?