

## National Christian College Forensics Association – Bid Form for National Tournament

If a school is interested in serving the National Christian College Forensics Invitational by hosting the national tournament on their campus, the following list of tournament needs must be addressed. This form should be submitted to Skip Rutledge as soon as possible.

School Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Proposed dates to host (month/day/year): \_\_\_\_\_

### 1. Campus Facilities

\_\_\_\_\_ A. 50 classrooms per hour reserved exclusively for the NCCFI.

\_\_\_\_\_ B. Separate/secluded room for tabulation of results (tab room)

\_\_\_\_\_ C. Auditorium capable of holding approximately 300 people (For opening assembly, chapel, and awards)

\_\_\_\_\_ D. General Meeting area for gathering, food, postings, etc.

### 2. Tournament Hotel

\_\_\_\_\_ A. Contract with local hotel for a 50 room block for Wed-Mon of tournament weekend

\_\_\_\_\_ B. Discounted rate on rooms for 1-4 person occupancy

\_\_\_\_\_ C. Complimentary room for president

\_\_\_\_\_ D. Complimentary rooms based upon size of block

\_\_\_\_\_ E. Maps and directions from hotel to campus, airport to hotel, hotel to campus, etc.

\_\_\_\_\_ F. Large meeting room at hotel for early registration on Thursday (no fee)

### 3. Food:

\_\_\_\_\_ A. Meal plan – flat fee for all meals and food

\_\_\_\_\_ B. Provide breakfast and lunch on Friday-Saturday-Sunday

\_\_\_\_\_ C. Sunday Awards Banquet

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\_\_\_\_\_D. Provide regular refreshments and food during the day on all three days

\_\_\_\_\_E. Arrange for cafeteria entry plan (i.e. wrist bands)

4. Personnel:

\_\_\_\_\_A. Equivalent of 10 full time hired judges (3-4 which must be host school neutral)

\_\_\_\_\_B. 1-2 students/individuals available the entire tournament for errands and problem solving (May involve several students from campus available in short shifts)

C. 1 person familiar with the campus and surrounding area to sit and help at the Ballot table

5. Equipment:

\_\_\_\_\_A. Computers for tab room (PC's)\*

\_\_\_\_\_B. High speed printer connected to all computers\*

\_\_\_\_\_C. Photocopy availability in tab room\*

\_\_\_\_\_D. Large photocopier access (tournament books, tournament result packets)\*

\_\_\_\_\_E. Tab room supplies (paper, pens, staplers, etc.)\*

6. University Support:

\_\_\_\_\_A. Letter from campus administrator acknowledging support for event including financial support, facilities, etc.

\_\_\_\_\_B. All facility expenses (room charges, janitorial fees, etc.) to be absorbed by the host school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*Indicates items for which host school is completely responsible for financially.