

NCTTA 2007 Championship Bidding Application

Updated by NCTTA Champ Committee May 1, 2006

NCTTA is a national organization that is determined to promote collegiate table tennis. Other than the divisional meets, NCTTA championship is **the event** that helps NCTTA achieves this goal. Therefore, the executive board takes the planning of the championship seriously. The championship weekend is a great opportunity to publicize our league and to give back to our members through an enjoyable weekend of activities. By completing this application, you and the bidding school's table tennis club agree to put forth the necessary amount of effort and work closely with the board to make the championship a successful event!

Please complete the following:

- 1) Name of the primary person and four secondary people responsible for the championship planning and running the championship tournament at the school.
- 2) Contact information, including e-mails and phone numbers, of the above people **and** the host school's club director (or the appropriate university/college official). Name and list the members of the school's organizing committee as well as the authorized signature of a proposed contract should your bid be chosen.
- 3) Credentials of the persons or the club at running campus-wide or national events (not limited to table tennis-related activities).
- 4) Number of competition tables available for the championship. Tables must be ITTF approved.
- 5) Number of training tables available for the championship should be $\frac{1}{2}$ overall competition tables.
- 6) A certified USATT National Referee with knowledge of College Table Tennis is mandated for this event; a deputy referee will be chosen by NCTTA to assist in this event.
- 7) As a minimum a scorekeeper/umpire will need to be provided at each competition table. The scorekeeper/umpire must be provided by the organizing committee of the host institution.
- 8) Provide a list of equipments that the club intends to use for the championships and its age and condition: nets, barriers, score boards, umpire tables and towel stands.
- 9) The venue to be reserved and its dimensions. Competition Courts 18 x 36 minimum. Please also attach, electronically, two photos of the venue from different angles, if possible. There should also be a training venue located within the same competition arena or in a different nearby location. In this venue the practice courts of 14 x 28 feet need to be located.
- 10) The transportation information in the surrounding area (airports, highways, railroad stations, boat access and public transit system). Provide transportation information on Venue to Hotel and Hotel to Airport.

- 11) Name of sponsors you plan to approach and name of current bid sponsors.
- 12) Tentative planning timeline (for ex., when your club will actually apply for funding from your own school, when you will bring in tables, etc.).
- 13) Tentative budget for the event to include expenses of: Awards banquet, space, catering, entertainment and have your club's own contribution broken down.
- 14) Tentative budget for the meal plan for athletes during the tournament preferably breakfast and lunch.
- 15) An Awards banquet is expected on one of the evenings of the championships for both ACUI/NCTTA. Please give a preliminary set up and coordination of the event
- 16) Describe your plan for media coverage. How many people are you reaching thru TV and Media outlets. What spectator appeal will you offer? Provide plans for the possibility of TV contracts to broadcast the championships
- 17) Name and describe the role of the Host Hotel in the championships. Provide Rate and supporting information.
- 18) Does your championships plan to fund the Championship program, provide championship merchandise.
- 19) List your volunteer plan and how you will address issues concerning: registration, credentials, security.
- 20) If TV is a factor will event production be adhered to in respect to the tournament management, will the event place an attraction to outside of sport spectators.
- 21) Any other information you would like to provide.

Please do not hesitate to attach any other sheet containing helpful information.

Deadline:

Note: Please submit the complete application to both the president (president@nctta.org) and the vice-president (vicepresident@nctta.org) electronically.

An incomplete application will **not** be accepted!