



# 2019 WFTDA Continental Cups Bid Application Content

Last Updated: August 17, 2018

**Please Note: Applications for hosting the 2019 WFTDA Continental Cups will be accepted via the [online form](#) only. This document is meant to guide you through the online bid process.**

## Important Notes:

1. Multiple Venues: You may submit a bid for multiple venues and WFTDA will consider each of them.
2. Venue Requirements: Please take the time to get complete answers from your venue contacts. The more fully you are able to complete the application, the better we can realistically assess the viability of the venue for a tournament. Budgetary information is essential for this review and will help us determine the appropriate stipend for your event (based on cost to run and number of days we need for your event).
3. With your online bid, please ensure you include a floor map of the venue facilities including dimensions, multiple photos of the venue including a wide shot/panorama of the track and seating area, scoreboard, floor surface, locker rooms and other relevant amenities. Also include relevant pricing sheets for additional equipment, preferred vendors, services and staffing.

If you have questions about any of the venue requirements, please feel free to email [bids@wftda.com](mailto:bids@wftda.com).

## Host Applicant Information Section

1. Bid submitted for consideration to host the following tournament(s): North America - East, North America - West, Europe, Australia/New Zealand (Developmental Cup), Latin/South America (Developmental Cup).

For your league's region, check the Continental Cup [region assignments](#). NA Cups take place in August, Europe in late September/October, the two Developmental Cups will be for rankings play and must take place between February 1 and June 30, 2019.

2. League or Organization Name
3. Website
4. Address of League or Organization
5. Representative contact information

## Derby League Information Section

6. WFTDA member league status: Full Member, Apprentice
7. How many years have you been a member of the WFTDA?
8. How many members are in your league (skaters, officials, support staff, etc)?
9. How large is your volunteer force and what functions do they perform?
10. What is the average game attendance?
11. What is the highest game attendance?
12. What is your average ticket price?
13. Are games broadcast?
14. If yes, where?
15. How many roller derby leagues exist within a 5 hour drive or trip of your city (WFTDA and non-WFTDA)?

## Budget Section

16. Please outline the estimated production costs (for each venue you submit). Please note local currency used in table:

Venue Rental

Medical Staff

Ticketing (Box Office) Staff

Sound/Lighting/AV (Audiovisual) Equipment

Sound/Lighting/AV Staff

Security Staff

Electrical Equipment/Services

Electrical/Production Staff

Table, Chairs, Pipe & Drape Rental

Dedicated Internet Bandwidth (For broadcast. WFTDA will fund this if we broadcast Cups)

Public WiFi

Other Charges

17. Overall total of above costs

18. In this section you may list any comments about the costs listed above in question 16.

## Application Essay Questions Section

19. What are your organization's goals, intentions or interests in hosting a WFTDA Tournament? Why should you be selected as a host?

20. Describe your organization's experience in running a tournament or multi-bout event. Have you ever hosted a WFTDA event before? Also please include any learnings and successes in any of the above.

21. Your organization would be responsible for several hospitality elements of the tournament. Please provide an example of what your organization would offer to welcome visiting participants and fans and introduce the regional flavor of your city.

22. Provide a list of your league's current sponsors, vendors and advertising partners. Also, list what types of sponsorship or advertising opportunities you currently provide (banners, online links, announcer mentions, halftime games, etc.). Please upload a copy of your sponsorship sales kit (with pricing included) in question 23 below if you are able.

23. Sponsorship kit and/or examples upload (not required)

24. We are interested in your ability to successfully promote the tournament. Please describe your organization's current marketing strategy, and any connections to local media or promotional opportunities to which you would have access. Images of game posters, flyers, online ads, etc. are appreciated and can be uploaded below.

25. Marketing examples upload (not required)

26. Provide the number of followers for your league's current social media channels. (Twitter, Instagram, Facebook, Snapchat, Website (monthly unique visitors), Tumblr, Google+, Other)

27. If there is additional information you would like to share about your organization, venue, community, sponsors, fans, accessibility, etc. to further enhance your bid

application, please feel free to do so here.

## City & Area Information Section

28. What are some city landmarks, tourist attractions or points of interest in your city?
29. What other large or annual events are occurring during the time of the tournaments in your area? When do these occur and what is the projected attendance/impact on the tournament?
30. What is the distance from the airport to the proposed venue/hotel area?
31. Comment on the availability, usability, and cost of public transport for navigating the city, traveling to/from the airport and travel to/from the venue and proposed hotel areas.
32. How many mid-priced hotels are within a safe walking distance of the venue?
33. If not walking distance, how long does it take to get to the venue via public transport? Is there parking at the hotel? A hotel shuttle?
34. What types of dining and food options are available near the venue?
35. What types of dining and food options are available near the hotels?

## Venue Information Section

This section of the survey should be used to fill in as much information as possible at a site visit. This is meant to help your league determine the suitability and cost of an event at the venue and for WFTDA to analyze the same. Not everything mentioned in this section is required for the event, but we hope this will help you visualize how you would run your event and share that information with WFTDA.

36. Person doing site visit (name, league, email address, phone number)
37. Date of visit
38. Type of venue (Sports Center, Arena, Convention Center, Other)
39. Venue name
40. Address
41. Venue contact (Name & Title, Email Address, Phone Number)
42. Venue website
43. Booking availability;

*North American Cups must be available Friday through Sunday with the preceding Thursday be available for load-in/set-up.*

*Other Cups must be available for two days on the weekend with the preceding day available for load-in/setup (Saturday/Sunday event or play on Friday or Monday depending on local holidays.)*

- 44. Comments on date options
- 45. Can the venue hold the requested dates?
- 46. Have you hosted or attended an event at this venue before?
- 47. If yes, describe your relationship with this venue

### **Seating and Ticketing**

- 48. What is the seating capacity?
- 49. What is the type of seating (ie. bleachers, stadium, etc)?
- 50. Describe the seating arrangement
- 51. If you need to bring in seating, is there a preferred provider?
- 52. Does the venue require you to use a specific ticketing agent?
- 53. If yes, what is the ticketing agency and what is the per ticket fee?
- 54. If you answered 'no' to question 52, are there any constraints or fees from the venue for using our own sales platform?
- 55. Are Ticketing/ Box Office/ Guest Services staff required?
- 56. If yes, does venue supply these? What is the cost?

### **Playing Surface**

*Please reference the [WFTDA Risk Management Guidelines](#) for information regarding the regulations of the play area.*

- 57. What is the approximate area measurement of the floor space overall?
- 58. Is the proposed venue able to accommodate track layout requirements as per the [WFTDA Regulation Roller Derby Track Layout Guide](#)?
- 59. If no, please describe the space or layout constraints.
- 60. Skating surface - Polished cement, wood, sport/skate court
- 61. Is the skating surface up the standards outlined in the [WFTDA Risk Management Guidelines](#)?
- 62. Please add any details or comments on the skating surface.
- 63. Is there space for a warm up track or off-skates warm-up area?
- 64. Are there any restrictions against using gaff or low-/no-residue tape on floors?
- 65. Are there pillars or barriers in the infield, skating or competition surface?
- 66. Are there electrical boxes in the floor?
- 67. Are there dasher boards (glass and wall for hockey) around the floor?
- 68. If yes, can they be removed?
- 69. Is there anything else you'd like us to know about the skating surface?
- 70. If sport court is needed please choose one of the options below:

Venue owned, permanent surface  
Venue owned, will need to be laid  
Host league owned  
Will need to source from provider  
Other

## **Staffing**

Staffing policy can differ widely from venue to venue and it is important to get a sense of what is expected of venue staffing vs event/volunteer staffing.

71. Is the venue a union staffed facility?
72. If yes, what positions require union staffing?
73. For what positions, if any, may you utilize your own volunteers?
74. Who provides police/security? (Venue, WFTDA/host league, municipality/city, other)
75. If venue or municipality provides security staff, what are staffing minimums and rates?
76. Who provides medical staff?
77. If venue or municipality, what are medical staffing minimums and rates?
78. Are there contractual requirements for medical or police/security staff?
79. Will venue allow you to utilize appropriate volunteers to offset security and medical services, in any fashion?
80. Please comment with any other staffing details we should know

## **Scoreboard & AV**

This section is to determine what scoreboard and Audio Visual equipment and options are available at the venue.

81. Is there a jumbotron you can use?
82. If yes, is it possible to see it from the very center of the track?
83. How do you hook into it? ie. HDMI, VQA, etc.
84. Would we require a venue staff person to operate?
85. Is there one or more large digital displays that can be used for scoreboard?
86. Do they have an in-house projector and screen available? Projector must be min of 5000 lumens.
87. If no, do they have a preferred provider or can you source our own?
88. Name of preferred provider if applicable
89. Is there a house sound / PA system? (PA system is a Personal Address system and consists of microphones, amplifier and other related equipment.)

90. Can you have access to it?

91. Any other information regarding house audio system or digital boards you'd like us to know?

## **Broadcast, Electrical and Internet**

For Broadcast, each venue needs to have 2 x 20 meg up and down (symmetrical) of broadcast-dedicated and production-dedicated internet. Please confirm this is dedicated and closed, without any additional draw on the line such as venue offices, etc. If WFTDA decides to broadcast the event, the WFTDA will fund all costs of broadcast.

92. Is there sufficient internet available?

93. If no, does the venue offer an option to purchase it?

94. What is the cost?

95. If the line has to be contracted, what is the timeline/cost for installation?

96. Is there wifi available for the public & vendors?

97. Is there a cost for the wifi?

98. Please add any other relevant details regarding wifi.

99. Are there restrictions on broadcast rights?

100. At times we need to use a scissor lift for broadcast cameras. Is there space (10 sq ft/3 square meter area) for a platform or lift behind the penalty box/team benches?

101. Comments

102. Does the venue have a scissor lift we can use for the weekend?

103. Does the venue have requirements around who can operate the scissor lift?

104. What electrical is provided in the game area for production needs?

105. Can multiple power drops be provided around the staffing tables?

106. Is there a cost associated with providing extra power drops?

107. Please provide all details for electrical needs such as timelines, costs, etc

## **Change Rooms and Meeting Rooms**

*Room requirements:*

*Team rooms - 4 Officials room(s) - for about 50-60 people; won't all be inside at once*

*Announcer room - for about 12 people*

*Production Office (aka Show Room) - for storing items, quiet meeting space, production needs, etc*

*Hospitality room/area - for feeding volunteers*

*Volunteer room - if possible, for storing personal items while working*

*Photographers room - for storing gear, working area*

*Media room - quiet working area*

*Ideally, 12-14 rooms and at a minimum 10.*

108. How many change rooms are available?
109. Do they contain bathrooms?
110. If there are no change rooms, is there sufficient space for pipe & drape makeshift change rooms?
111. Are there multipurpose rooms available?
112. Is there an extra cost for the multipurpose rooms?
113. Is a secure office-type space provided such as a show office?
114. Is any office equipment available for our use (scanner, copier, printer, etc.)?

### **Food & Beverage**

115. Does venue offer food concessions?
116. What type of food concessions are offered?
117. Is there a daily or event concession sales minimum that must be met to avoid fees?
118. Is a rental reduction provided if a concessions sales minimum is achieved?
119. Comments
120. May food be brought in or donated by sponsors to feed staff and volunteers backstage?
121. Comments
122. Are alcohol sales available/permitted?
123. Details - ex. Beer, Wine, Full-liquor, Beer garden sales only, etc
124. Are ice and water stations provided for athletes and restocked free of charge?
125. Can athletes bring in sports drinks &/or food?

### **Sponsorship & Merchandise**

126. Is food/beverage sampling from sponsors/advertisers allowed?
127. Comments
128. Are there any restrictions on sponsorship partnerships within the venue?
129. If yes, please describe & include list of venue sponsors, partners and advertisers.
130. May sponsor banners be hung in/around the venue?
131. Any restrictions or costs associated with banner hanging?
132. Are there merchandise/vendor buyout fees or percentages?
133. If yes, please describe
134. Is there a suitable area for vendors?



135. Approximately, how many 10 foot x 10 foot (3-4 square meter) vendor spaces will fit?
136. What charges may apply for vendors? ie. licensing, permits, percentage to venue, etc
137. Describe any additional assets or selling features of the venue. Is there anything in particular to this venue that will be useful such as TV screens in-house, VIP lounges or boxes, electronic outdoor signs, marquees, video boards or banners?
138. If yes, are there costs for these?

### **Production Needs and Equipment**

139. Is Pipe & Drape available on site?
140. What is the cost?
141. How much is available & what is the color?
142. Are there additional fees for items like power outlets, easels, stanchions, etc?
143. Please add any additional notes if necessary.
144. How many 8 foot (or equivalent) tables are available and what is the cost?
145. What is the cost for a tablecloth or table skirt? (aka a dressed or draped table)
146. What is the cost to order more tables if needed?
147. How many chairs are available?
148. Are there chairs or tables included in the rental fee or is there a separate fee?
149. Please describe costs and amounts of the above.
150. Are there risers in-house?
151. If yes, please describe cost, amount and size

### **Shipping & Parking**

152. Is there parking available for attendees?
153. If yes, what is the cost?
154. Is there parking available for participants/staff?
155. If yes, what is the cost?
156. Is the venue easily accessible by public transit?
157. Will venue provide package acceptance/ pick-up prior to load in and after load out?
158. What are the costs and/or restrictions associated with this?

### **Final Comments**

159. Please list any final comments, thoughts, observations, etc here.