



# 2019 International WFTDA Playoffs and Championships

## Bid Application Content

Last Updated: June 15, 2018

**Please Note: Applications for hosting the 2019 International WFTDA Playoffs and Championships will be accepted via the online form only.**

[Please complete the online application form here](#)

This document is meant to provide you all the questions you must answer online in one easy to access place so you can prepare your answers before submitting through the form.

For more information on preparing your bid, please read the [2019 WFTDA Hosting Resource Package](#).

## Tips

**Multiple Venues:** It is likely that no single venue will meet all of the requirements listed in the RFP; however, knowing in advance where WFTDA will need to make accommodations is essential for accurate budget planning. Additionally, it reduces the frustration between the venue and WFTDA when the limitations of what can and cannot be provided are known up front.

**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.

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

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.

## Part 1

HOST APPLICANT INFORMATION
Bid submitted for consideration to host the following tournament(s): Playoffs, Championships
League or Organization Name
Website
Address of League or Organization
Representative contact information

## Part 2

DERBY LEAGUE INFORMATION
WFTDA member league status: full member, apprentice
How many years have you been a member of the WFTDA?
How many members are in your league (skaters, officials, support staff, etc)?
How large is your volunteer force and what functions do they perform?
What is the average game attendance?
What is the highest game attendance?
What is your average ticket price?
Are games webcast?
If yes, where?

## Part 3

### NON-DERBY LEAGUE BIDDERS

*Please only fill out this section if you are NOT a roller derby league.*

Do you have an association with a local roller derby league?

If yes, what league? (Name, City, State/Province, Country)

What has your association been with this league and for how long?

Do you plan to co-host with this league?

If yes, please provide the name and contact information for your primary contact within the league.

Are you willing to work with the WFTDA on all aspects of the tournament?

If no, what aspects will you retain?

How many sporting competitions does your organization produce each year and what is the average attendance?

How did you become aware of the WFTDA and its tournaments?

In the past, the WFTDA has relied on member leagues to supply league members and volunteers to perform various jobs during the event in order to keep our costs down and ensure that the event runs smoothly. How do you propose to address our volunteer staffing needs to provide for a seamless, efficiently run event for athletes and fans alike?

Please provide any additional information about your organization and the scope of its services.

# Part 4

BUDGET		
<i>Please outline the estimated production costs below.</i>		
<b>Please note local currency used in table:</b>		
Production Item Costs	Total	Comments (can include quantity, fee per hour, minimums, amount of dedicated internet bandwidth available, etc)
Venue Rental		
Medical Staff		
Ticketing (Box Office) Staff		
Sound/ Lighting/ AV Equipment		
Sound/ Lighting/ AV Staff		
Security Staff		
Electrical Equipment/ Services		
Electrical/ Production Staff		
Table, Chairs, Pipe & Drape Rental		
Dedicated Internet Bandwidth		
Public Wifi		
Other Charges		
<b>TOTAL</b>	<b>\$</b>	

## Part 5

### APPLICATION ESSAY QUESTIONS

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

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.

Describe your organization's relationship and interaction with other roller derby organizations in your area.

Please describe any unique features of your games or event productions that set them apart from other leagues (i.e. giveaways, crowd involvement, big screen instant replays, cheer team, food trucks, microbrew beer, etc.).

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.

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) below.

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.

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

Have you implemented any social media campaigns and were any successful? Why or why not?

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.

## Part 6

### CITY & HOTELS INFORMATION

What are some city landmarks, tourist attractions or points of interest in your city?

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 tournaments?

What is the distance from the airport to the proposed venue/hotel area?

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.

Does your organization have an existing relationship with any hotels in your area?

If yes, please provide contact information for hotel representative and details of any current or past special deals you've received..

How many mid-priced hotels are within a safe walking distance of the venue?

Is there a hotel shuttle available for guest use?

Will your organization be able to provide a shuttle from the main hotel to the venue? To and from after parties?

What types of dining and food options are available near the venue?

What other types of social events, skating opportunities and tourist activities can or will your organization provide, organize or recommend?

How many roller derby leagues exist within a 5 hour drive or trip of your city (WFTDA and non-WFTDA)?

Where will your organization look to host after parties?

## Part 7

VENUE INFORMATION
Person doing site visit (name, league, email address, phone number)
Date of visit
Type of venue (sports center, arena, convention center, other)
Venue name
Address
Venue contact (name & title, email address, phone number)
Venue website
Booking availability; Playoffs: September- mid-October, Championships: Early- to mid-November  <i>Must be available Friday through Sunday with the preceding Thursday be available for load-in/set-up.</i>
Comments on date options
Can the venue hold the requested dates?
Have you hosted or attended an event at this venue before?
If yes, describe your relationship with this venue

## Part 8

SEATING & TICKETING
What is the seating capacity?
What is the type of seating (ie. bleachers, stadium, etc)?
Describe the seating arrangement
If we need to bring in seating, is there a preferred provider?
What type of VIP seating exists, if any? ex. club boxes, etc.
Can we make our own VIP areas if needed?
Does the venue require us to use a specific ticketing agent?
If yes, what is the ticketing agency and what is the per ticket venue fee?
If you answered 'no' to the above, are there any constraints or fees from the venue for using our own sales platform?
Are Ticketing/ Box Office/ Guest Services staff required?
If yes, does venue supply these? What is the cost?

## Part 9

PLAYING SURFACE
<i>Please reference the <a href="#">WFTDA Risk Management Guidelines</a> for information regarding the regulations of the play area.</i>
What is the approximate square footage of the floor space overall?
Is the proposed venue able to accommodate track layout requirements as per the <a href="#">WFTDA Regulation Roller Derby Track Layout Guide</a> ?
If no, please describe the space or layout constraints
Skating surface - Polished cement, wood, sport/skate court
Is the skating surface up the standards outlined in the <a href="#">WFTDA Risk Management Guidelines</a> ? Comments
Is there space for a warm up track or off skates warm up area?
Are there any restrictions against using gaff or low-/no-residue tape on floors?
Are there pillars or barriers in the infield, skating or competition surface?



Are there electrical boxes in the floor?
Are there dasherboards (glass and wall for hockey) around the floor?
If yes, can they be removed?
Is there anything else you'd like us to know about the skating surface?
If sport court is needed please choose one of the options below: <ul style="list-style-type: none"> <li>a. Venue owned, permanent surface</li> <li>b. Venue owned, will need to be laid</li> <li>c. Host league owned</li> <li>d. Will need to source from provider</li> <li>e. other</li> </ul>

## Part 10

### 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.*

Is the venue a union staffed facility?
If yes, what positions require union staffing?
For what positions, if any, may we utilize our own volunteers?
Who provides police/security? (venue, WFTDA/host league, municipality/city, other)
If venue or municipality provides, what are staffing minimums and rates?
Who provides medical staff? (venue, WFTDA/host league, municipality/city, other)
If venue or municipality, what are staffing minimums and rates?
Are there contractual requirements for medical or police/security staff that we need to know?
Will venue allow WFTDA or host league to utilize appropriate volunteers to offset security and medical services, in any fashion?
Please comment with any other staffing details we should know

# Part 11

## SCOREBOARD & AV

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

Is there a jumbotron we can use?

If yes, is it possible to see it from the very center of the track?

How do we hook into it? ie. HDMI, VQA, etc.

Would we require a venue staff person to operate?

Is there one or more large digital displays that can be used for scoreboard?

Do they have an in-house projector and screen available? Projector must be min of 5000 lumens.

If no, do they have a preferred provider or can we source our own?

Name of preferred provider if applicable

Are there closed-circuit monitors in the concourse areas (not in main arena area)?

Can we patch into them either with the scoreboard or the broadcast feed?

Is there a house sound / PA system? (PA system is a Personal Address system and consists of microphones, amplifier and other related equipment.)

Can we have access to it?

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

## Part 12

### BROADCAST, ELECTRICAL & INTERNET

*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.*

Is there sufficient internet available?

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

What is the cost?

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

Is there wifi available for the public & vendors?

Is there a cost for the wifi?

Please add any other relevant details regarding wifi

Are there restrictions on broadcast rights?

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

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

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

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

Can multiple power drops be provided around the staffing tables?

Is there a cost associated with providing extra power drops?

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

# Part 13

## CHANGE ROOMS & 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*

*WFTDA room/Production Office/Show Room - for storing items, quiet meeting space, production needs, etc*

*Hospitality room/area - for feeding volunteers*

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

*Photographers room - for storing gear, working area*

*Media room - quiet working area*

***Ideally, we would like 12-14 rooms and at a minimum require 10.***

How many change rooms are available?

Do they contain bathrooms?

If there are no change rooms, is there sufficient space for pipe & drape makeshift change rooms?

Are there multipurpose rooms available to us?

Is there an extra cost for the multipurpose rooms?

Is a secure office-type space provided such as a show office?

Is any office equipment available for our use (scanner, copier, printer, etc.)?

## Part 14

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

## Part 15

SPONSORSHIP & MERCHANDISE
Is food/beverage sampling from sponsors/advertisers allowed? Comments
Are there any restrictions on sponsorship partnerships within the venue?
If yes, please describe & include list of venue sponsors, partners and advertisers.
May sponsor banners be hung in/around the venue?
Any restrictions or costs associated with banner hanging?
Are there merch buyout fees or percentages? If yes, please describe
Is there a suitable area for vendors?
Approximately, how many 10' x 10' vendor spaces will fit?
What charges may apply for vendors? ie. licensing, permits, percentage to venue, etc
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?
If yes, are there costs for these?

## Part 16

PRODUCTION NEEDS & EQUIPMENT
Is Pipe & Drape available on site?
What is the cost?
How much is available & what is the color?
Are there additional fees for items like power outlets, easels, stanchions, etc?
Please add any additional notes if necessary.
How many 8' tables are available and what is the cost?
What is the cost for a tablecloth or table skirt? (aka a dressed or draped table)
What is the cost to order more tables if needed?
How many chairs are available?
Are there chairs or tables included in the rental fee or is there a separate cost?
Please describe costs and amounts of the above.
Are there risers in-house?
If yes, please describe cost, amount and size

## Part 17

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

## Part 18

### FINAL COMMENTS

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

Thoughts, comments, observations