**Required Information for Area/Regional Swim Meet Bid Packages:**

* Completed Heartland Area YMCA Swim Standard Meet Bid Worksheet
* Pool description, including the following
	+ Number of pools available
	+ Number of lanes for competition
	+ Number of lanes for warmup – before and during competition
	+ Water depth of pools used for competition
	+ Availability of diving blocks on both start and turn ends
* General description for meet format, including the following:
	+ Provide a meet format broken down by session
	+ Provide timeline utilizing the proposed facility and meet format
	+ Demonstrate an ability to run the meet in the proposed facility
* Timing system description, including the following:
	+ Type of equipment to be used
	+ Availability of touch pads on start and turn ends
	+ Display boards for results
* Spectator seating area description for competition, including the following:
	+ Maximum seating available
	+ Type of seating
	+ Location of seating (e.g. pool deck, bleachers, chairs, platform)
* Crash area description if one is to be available, including the following:
	+ Dimensions of crash area
	+ Approximate seating capacity for crash area
	+ Location of crash area in relation to the competition pool
* If no crash area or limited crash area space, include the following:
	+ Seating location and dimensions for swimmers (e.g. pool deck bleachers)
	+ Seating capacity for swimmers
	+ Plan addressing limited crash area or seating availability for spectators
* Description of parking availability, including the following:
	+ Approximate number of parking spaces available on surface lots or parking garages
	+ Location of parking areas in relation to the competition pool
* Description of other space requirements, including the following
	+ Hospitality area for coaches and officials
	+ Computer operators and awards
	+ Concessions
	+ Vendors