**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