

SD LSC MEET BID FORMAT

Today's Date _____ Team _____

9.3 Host Club Responsibilities (9/20/09) **Must provide documentation of #1 and #2 upon request before bid is accepted.**

- (1) Provide written confirmation of the agreement with the pool facility prior to the State Meet. The pool must be available from Friday noon until 8:00 p.m. Sunday. The time allotted by the pool facility for each day shall be adequate (based on the previous State Meet's timeline), projected increase in number of entries, and the possibility of delays due to weather, power or equipment failure, or emergencies.
- (2) Block 250 hotel rooms prior to the State Meet.
- (3) Meet Set-Up and Tear-Down.
- (4) Provide timing and computer system. (Touch pads at both ends are preferred. Certified pool is preferred).
- (5) Provide Meet Director, results coordinator and Head Timer.
- (6) Meet Director will prepare the Meet Invitation (with assistance from the Sanctions Coordinator).
- (7) Provide Hospitality room for Coaches & Officials.
- (8) Concessions.
- (9) Meet program.
- (10) Receive entries and seed the meet.

Meet Name Bidding on _____

Date of State Meet Bidding on _____

Facilities Usage Fee to be charged \$ _____

Club Contact Person for Bid _____

Contact Person's e-mail address _____

Contact Person's Address _____

Contact Person's Telephone number(s) Cell _____

Work _____ Home _____

Mail or E-Mail completed form to the Technical Planning Chair and Secretary