



USTSF State Table Soccer Championships

SAMPLE Request for Proposal

Event Description

The <insert the event title here> will be a <insert the length of event here> day competition in the sport of table-soccer. Events will be held for all age and skill levels, from the newer players in the beginner category through world-class table-soccer athletes facing off in the Open competitions. Over <insert # here; ex: 100 players for a \$10,000 State Championship on average, 200-250 for a \$25K State/Regional event, 350-500 for \$50-100K Major> players will compete to be called a <SAMPLE> State/Reg/Nat'l Table Soccer Champion. This will be a United States Table Soccer Federation (the national governing body for the sport of table soccer in the USA) sanctioned event, and thus any host facility will be named in the local, regional and national press releases for the event.

Projected Attendance

Total projected attendance: <match with above mentioned number>

Attendees: Players, referees, event staff, families, regional table soccer enthusiasts & general public (based upon success of regional support and marketing efforts and media coverage)

Contract Commitment

This request for proposal is to host the <insert the name of the event here>.

Projected Dates of Event

<Insert proposed primary and secondary date here, with most state/regional level tournaments typically lasting 4 days/3-4 nights; include length of time/days for set-up/tear down of tables/staging/equipment/computers.>

Ideal Event Requirements

Ideally the host location would have on-site (or immediately adjacent) hotel accommodations for athlete & staff convenience, to include late-hours dining or concessions.

Site Requirements (ex: Small-sized State Championships only)

Approximately 3000+ square feet of floor space (continuous)

1500+ sf competition area

400 SF for feature competition area with elevated spectator seating

250 SF for administration area with tables (covers and skirting included)

500 SF players lounge area with tables and chairs

250+ sf for concession area

- Free internet access in the administration area
- On-site concessions available: please include rights and staffing details
- Public address system on site
- Adequate electrical system for administrative computer system, and table lighting <insert # of individual lights, one mounted on or hung over each table>
- Approximately 200 sf area for storage of packaging materials (need not be continuous with the competition area)
- Site open and available from 9:00 a.m. through 3:00 A.M.; all access must be fully secured/locked during remaining hours
- Carpeted flooring required

Accommodations

Host Hotel

- Preferably in the greater <insert locality name here> area, with easy access to major airport
- Very nearby, easily accessible local shopping/nightlife is an additional plus to both contestants and fans/enthusiasts/families
- Hotel at affordable rates to accommodate <insert # of expected room-nights here – expect an average of the same # of room-nights booked as total # of players attending as noted above>
- Room rate of \$89 or less (after rebate per room-night or other in-kind services back to event: please provide details)
- 2 Complimentary rooms and 2 discounted rooms for event staff (requested number may vary with size of event/staff)
- Free shuttle service to and from airport
- Free shuttle service to and from tournament venue (if not on-site)
- Event signage allowed/permitted on walls inside and immediately adjacent to tournament room at no cost
- Community public relations support and/or outdoor/lobby marquees/signage provided by host city/venue a plus

Synergies

The USTSF considers holding its competitions at the same time & location as like sporting events such as table tennis, billiards, darts, air hockey and shuffleboard as a potential promotional synergy. Cities/towns hosting events involving these sports are welcome to contact USTSF State and Regional Directors with any proposals.

References

Please provide contact information for at least two related or similar-sized groups that have used your facility in the past two years.

Award

Award of this event will go to that CVB/SA or other organization that most fully meets the ideal event requirements, subject to approval by the USTSF.

