



Melissa Bowman  
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Program Development Committee  
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Thank you for requesting a bid package for the 2011 National Showcase Competition to be held August 4<sup>th</sup>-6<sup>th</sup>, 2011 (dates firm). This letter and bid package is meant to streamline the application process now that multiple clubs have expressed interest in hosting this exciting competition. This form is for bidding for the 2011 Competition.

It is imperative that each club submitting a bid be familiar with the current guidelines for National Showcase. This document is available on the US Figure Skating web site at <http://www.usfigureskating.org/Programs.asp?id=308>. These guidelines will serve as a basis for understanding the discipline. Anticipated entries should be approximately 250+/-.

**Following are a number of points to consider in your bid presentation.**

There is no grant for hosting the competition. All interested clubs should be prepared to make this competition a success without assistance. The Program Development Committee will make every effort to give clubs ideas on how to maximize profit.

- 1) Have you or your club hosted Showcase competition events before?
- 2) Entry fees do not include practice ice. Practice ice will be the responsibility of the host club and will retain all monies collected from the practice ice.
- 3) All competitors, one chaperone and one designated U.S. Figure Skating member registered coach or other ISU National Governing Board member registered coach shall receive free credentials. All others should buy tickets (including any additional coaches in attendance).
- 4) Budget for **18 Officials, 2 Accountants, 2 Special Guests**. Expenses include rooms, meals and transportation. Officials' dinners and gifts are optional, and should only be given if they are donated. **Also, budget for site inspection by Chief Referee or designee (air, hotel, food - 1 night) or in lieu of a site inspection supply a recommendation from at least one competition official who has judged at National Showcase.** The inspection from the competition official would be previously authorized by the Vice Chair of National Showcase. There may be a budget adjustment based on actual entry numbers.
- 5) The chief referee will be determined by the Program Development Committee's VC for National Showcase, and the officials (including assistant referees, judges, accountants) will be selected by the chief referee with input from the LOC. Expect judges from all three sections. LOC will be responsible for Music and Announcers.
- 6) One rink surface, with seating of 300 or more on one side of the arena for theater style seating, must be available for the two/three full days of the competition.

- 7) A curtain or standing flats or other stage fronts are required. May be standing flats 8 ft. min. height or hanging curtain 10 ft min. height. Backstage area must approximate 15 ft by the rink width.
  - (a) Zamboni access for ice cleaning must exist at each end.
  - (b) Center opening approx. 4X7 ft for ice access must not provide audience view of backstage.
  - (c) Stagefront must provide a stable and dignified appearance appropriate for a national event. **WARNING: Some curtain fabrics will absorb moisture and become very heavy while in place in a rink.**
  - (d) Ability for production numbers to have separate entry and exit locations.
  
- 8) Medical Coverage during Competition
  
- 9) Photos/Video: Shall be available to the skaters- Suggest getting three bids.
  - Still photos of action
  - Group pictures
  - Video
  - Video will be expected to supply Ice Network with all competitors at no charge.

**The following items must be included in your proposal:**

- 1) Completed application and proposed budget
- 2) Letter/email from your Regional Vice-Chair for Competitions guaranteeing the competition dates will be reserved for the competition.
- 3) Letters of intent from arena(s) and hotel(s)
- 4) A listing of the number and type and output wattage of spotlights planned (Super Troupers or equivalent recommended) and describe other lighting such as backstage, stage front or barrier. How many audience seats will be provided?
- 5) Will there be backup for the equipment?
- 6) Do house lights require a warm up interval when turned on?
- 7) Can judges/referee be seated above/behind the audience?
- 8) Must judges' line of sight extend through hockey net or plexiglass?
- 9) Can the plexiglass on the Judges side of the rink be removed?
- 10) Can music/announcer be seated near the judges/referee?
- 11) Will officials and technicians be seated in a traffic-controlled area?
- 12) How will official/technician work areas be lighted during house blackouts?
- 13) Will intercoms be provided to connect:
  - a) Lighting crew and Lighting Director?
  - b) Referee, Announcer, Stage Monitor and Registration?
- 14) Will there be a private room with ice access (wearing skates) for extemporaneous events to hear music? (Two may be needed)
- 15) What is the square footage of space available for vendors?
- 16) Will all windows admitting light to the ice be blacked out?
- 17) If two surfaces are available, will both be staged, staffed & lighted?
- 18) Where will awards/photos be made?
- 19) Will there be temporary scenery storage at rink side?
- 20) Are there building/ice entrances suitable for scenery?
- 21) Must scenery be removed from building immediately after every use?
- 22) Any additional information that you feel would be supportive of your proposal.

**The deadline for submission of bids is February 13, 2010.** All materials must be submitted in DUPLICATE. PLEASE, do not use any delivery method that requires a signature upon delivery. Please



**APPLICATION FOR ORGANIZING AND HOSTING THE  
NATIONAL SHOWCASE COMPETITION**

(Any where during this time) **AUGUST 4-6<sup>th</sup>, 2011**

**Bids are due by February 13, 2010. You may attach any additional information to this application.**

<b>Name of Applicant Club:</b>			
<b>Total number of registered members:</b>		<b>Bidding for 2011</b>	<b>Is the arena a union arena?</b>
<b>Adult Members:</b>	<b>Junior Members:</b>		
<b>Arenas (name, address, manager, phone):</b>	<b>Competition Surface (dimensions)</b>	<b>Seating Capacity and configuration Comp. Surface</b>	<b>Secondary Surface (adjacent to rink): yes/no and dimensions</b>
<b>Contact Name:</b>	<b>Contact Address:</b>	<b>Contact phone number(s)</b>	<b>Contact e-mail</b>
<b>*Is this your Home Club ice surface: Yes/No</b>	<b>Rental costs: Cost/Ice Per hour</b>  <b>Additional Costs</b>	<b>Number Zambonis:</b>	<b>Parking Capacity (number) and room for buses (yes/no)</b>
<b>Please list the number and type and output wattage of spotlights planned (Super Troupers or equivalent recommended) and describe other lighting such as backstage, stage front or barrier:</b>	<b>Please describe the music/sound system planned including the Mic:</b>	<b>Number of Locker rooms:</b>	
<b># of dressing rooms in competition arena:</b>			

<b>Merchandise sales allowed (yes/no):</b>			
<b>Meeting room available (yes/no) and seating capacity (75 minimum):</b>			
<b>Proposed area for officials' hospitality (describe):</b>			
<b>Will you be able to get a sponsor for any or all of the following items?</b>			
<ol style="list-style-type: none"> <li>1. Food for the Officials ( such as restaurants donating food)</li> <li>2. Officials travel/ and or housing</li> <li>3. Travel for site inspection visit by the Chief Referee (air-hotel- food if necessary)</li> <li>4. Competitors Party</li> <li>5. Copier for accountants</li> </ol>			
<b>Number of snack bars and will they be open for the two days?</b>			
<b>Will the Club be able to make any money from the snack bar?</b>			
<b>Can food be brought in (yes/no):</b>	<b>Trade show capability (yes/no):</b>	<b>Ability to do on ice awards – carpet? (yes/no)</b>	<b>Microphone in rink able to be wireless or to reach to ice surface (yes/no):</b>
<b>Is there ample room for storing props?</b>	<b>Does the rink access allow for moving scenery on/off (yes/no):</b>	<b>Describe accounting room access to competition rink:</b>	
<b>Applicant club has organized and hosted the following competitions. (List in order of most recent) Additional pages may be used.</b>			
<b>Name:</b>			<b>Year</b>

**\*If this is another Home Club’s ice surface, you must file a letter of permission from that Club with this application**

<b>Nearest Hospital to Arena</b>	
<b>Is there a First Aid Room in the Arena?</b>	

Please feel free to call or e-mail Melissa Bowman regarding any questions. **Bids are due by February 13, 2010.**



<b>HOTELS</b>	<b>OFFICIAL</b>	<b>OTHER</b>	<b>OTHER</b>
<b>Name:</b>			
<b>Address:</b> <b>Contact Person:</b>			
<b>Telephone No. and E-mail address</b>			
<b>Cost of rooms:</b> <b>Sgl:</b> <b>Dbl:</b> <b>Trpl:</b> <b>Quad:</b>			
<b>Number of rooms available:</b> <b>Any of these rooms comp for Officials?</b>			
<b>Distance to hotels from airport:</b> <b>Transportation available from airport to hotels:</b> <b>Cost:</b>			
<b>Distance to competition arena from hotels:</b> <b>Will Host Club provide shuttle service from hotels to arena?</b>			
<b>Number of restaurants near area and hotel:</b>			
<b>Notes: Regarding transportation:</b>			
<b>Major airlines serving the closest airport</b>			
<b>Will this competition, if awarded to you, be totally managed by the Host Club?</b>			<b>Yes    No</b>
<b>If not, what organizations will aid the Host Club?</b>			<b>Other:</b>
<b>This application was prepared and approved by the Host Club Board of Directors of Club</b> <b>Name: ( Person responsible) (Please print)</b> <b>Title:</b>			<b>Date:</b>
<b>Signature:</b>			
<b>Address/Street:</b> <b>City/State:</b>			<b>Zip:</b>
<b>Daytime phone:</b>	<b>Evening phone:</b>	<b>E-mail address:</b>	<b>Fax number:</b>

\*These events may be hosted jointly by more than one Club or by an Interclub Association