



## **National Showcase 2020 and 2021**

### **Bid Information & Guidelines**

#### **Competition Dates:**

**Within the first two weekends of August, 2020/21, including  
Friday**

#### **CONTACT:**

Karissa Woienski, U.S. Figure Skating Programs Manager

T: (719) 635-5200

E-mail: [kwoienski@usfigureskating.org](mailto:kwoienski@usfigureskating.org)

Mr. Lynn Bell, NVC for National Showcase

E-mail: [vlbteleco@aol.com](mailto:vlbteleco@aol.com)

## 2020 & 2021 National Showcase Competition

### BID INFORMATION

---

#### OVERVIEW:

Showcase fuses artistic creativity with figure skating for single skaters, duets, small ensembles of three to seven and production numbers of eight to 30. National Showcase offers the categories of light entertainment, dramatic entertainment and interpretive events to singles skaters. Many who have observed National Showcase have remarked on the uniqueness and variety of the programs.

Singles participating in light or dramatic entertainment programs perform under spotlights as do duets. All other events are performed under full house lighting.

National Showcase is truly a festival of inspiration and skaters who qualify are strongly encouraged to participate. The top four skaters within a showcase/theatrical/interpretative event qualify for National Showcase as long as they meet test requirements. This includes no qualifying competitions with showcase events or all showcase competitions.

#### NATIONAL SHOWCASE COMPETITION DATES

National Showcase 2020 & 2021 will be ideally be conducted within the first two weekends of August, 2020 & 2021, and will likely be four or five days in length, depending on the final number of entries.

#### 2020 & 2021 NATIONAL SHOWCASE SCHEDULE\*

The National Showcase competition will occur over four to five days depending on the final number of entries. U.S. Figure Skating will confirm the dates with the local organizing committee (LOC) after the host has been selected.

#### TUESDAY

Evening arena set-up, arrivals of accountants and referees, necessary officials.

#### FRIDAY

Competition

#### WEDNESDAY

Practice Ice, arrival of officials, coaches meeting, competitors party/officials dinner (if hosting)

#### SATURDAY

Competition

#### THURSDAY

Competition

#### SUNDAY

Competition

*\*Actual schedule will be determined with input based on history of event, Chief Referee, LOC and U.S. Figure Skating Chair, Theatrical Skating Committee.*

#### PAST EVENT HISTORY

The past event history for past National Showcase Competitions can be found here:

<http://www.usfsa.org/programs?id=84078>

The information includes past host sites, results, and additional information. Please consult this information when reviewing your interest in hosting a U.S. Figure Skating competition.

## 2020 & 2021 National Showcase Competition

### BID INFORMATION

---

#### **BID INSTRUCTIONS**

The 2020 & 2021 National Showcase competition is the property of U.S. Figure Skating. As such, U.S. Figure Skating will oversee all aspects of the 2020/ 2021 National Showcase Competition and will, by contract, delegate certain aspects of the management of the competition to the Local Organizing Committee (LOC).

The LOC is defined as a U.S. Figure Skating member club, convention and visitor's bureau, sports commission or any combination of these organizations. The LOC will serve as the local hosts of the National Showcase competition under the direction of U.S. Figure Skating.

Following selection of a host site, a team constituting the LOC chair and any designated co-chairs/committee Chairs, chief referee and Chair of the Theatrical Skating Committee will implement the terms of the National Showcase Competition Agreement to Host.

**The Agreement to Host will serve as the final hosting document and supersedes any previous communications including the bid information documents. Any interpretation of the contract by the management team shall be considered final.**

After being awarded a U.S. Figure Skating event in accordance with U.S. Figure Skating regulations, the LOC agrees to abide by the Agreement to Host, the latest U.S. Figure Skating Rulebook, and the Showcase Competition Guidelines posted on the US Figure Skating website including all costs and any changes/updates (in particular but not limited to the Agreement to Host) resulting from the most current Governing Council.

Incorporating the "Requirements to Host", U.S. Figure Skating is interested in receiving creative bids with a focus on the successful local marketing and volunteer support of the competition for the mutual benefit of the LOC and U.S. Figure Skating.

#### **BID APPLICATION TIMELINE AND PROCESS:**

**April 30, 2019** – Completed bid packages and applications with required documentation due

**Please take the time to gather the below requirements as all applications must be submitted in full.**

- a. Main and secondary venue information
- b. Preliminary budget
- c. Diagrams of facilities
- d. Arena Information/letter of support
- e. Hotel information/letter of support
- f. Transportation Information and area maps showing venue locations as they relate to hotels and airport

#### **U.S. FIGURE SKATING THEATRICAL SKATING COMMITTEE:**

The bid process and site selection for the 2020/ 2021 National Showcase competition will be managed by the Chair of the Theatrical Skating Committee, in conjunction with the National Vice Chair for National Showcase and the U.S. Figure Skating Programs Manager.

## 2020 & 2021 National Showcase Competition

### BID INFORMATION

---

#### REQUIREMENTS TO HOST

The proposed host location must be easily accessible by air and or car.

1. The proposed LOC must demonstrate the ability to generate an adequate volunteer contingent to staff competition.
2. The proposed LOC must demonstrate successful event management experience, including but not be limited to the following:
  - U.S. Figure Skating nonqualifying competitions (required)
  - U.S. Figure Skating qualifying competitions (preferred)
3. Financial support to help offset competition expenses, either through value-in-kind (hospitality and meals, office supplies) or cash contributions.
4. The proposed LOC must agree to comply with all U.S. Figure Skating sponsorship, media and videographer requirements.
5. The proposed LOC must agree to utilize the official title and logo in all marketing effort, that is, "2020 /2021 National Showcase Competition."
6. After the provisional offer to host the event is awarded, the Agreement to Host must be approved and signed by the LOC within 90 days from that date for the official bid to be awarded.

#### SPECIFICATIONS AND REQUIREMENTS:

1. Ice Surfaces:
  - Two rink surfaces, one with seating of 300 or more on one side of the arena for theater style seating, must be available for the four/five full days of the competition – no exceptions.
  - Additional information on additional area rinks that may be utilized for additional unofficial practices may also be included.
  - A curtain or standing flats or other stage fronts are required. May be standing flats eight-foot min. height or hanging curtain 10 foot min. height. Backstage area must approximate 15 foot by the rink width.
  - Ice resurfacers access for ice cleaning must exist.
  - Center opening approximately 4x7 ft for ice access must not provide audience view of backstage.
  - Stage front 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.
  - Ability for production numbers to have separate entry and exit locations.
2. Internet:
  - Free access to high-speed Internet (line or wireless) to be used by the assigned accountants in accounting room
  - Complimentary wireless high-speed Internet throughout the competition venue.
3. Event Function Rooms/Areas:
  - Accounting/Technical Accounting
  - Officials meeting room
  - Hospitality/meal room
  - Meeting space for 50 to hold a Coaches/Team Manager's meeting
4. Seating
  - Required Seating: 300+ on one side of the main rink
5. Curtain:
  - A curtain or standing flats or other stage fronts are required. May be standing flats eight-foot min. height or hanging curtain 10 foot min. height. Backstage area must approximate 15 foot by the rink width.
  - Center opening approximately 4x7 ft for ice access must not provide audience view of backstage.
  - Stage front 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.

## 2020 & 2021 National Showcase Competition

### BID INFORMATION

---

- Ability for production numbers to have separate entry and exit locations.
6. If an arena video display board, a lobby TV or display screen are available within the main competition venue, it must be available to U.S. Figure Skating at no cost.
  7. Officials will be selected by the U.S. Figure Skating Judges Committee in conjunction with the U.S. Figure Skating Theatrical Skating Committee from the list of qualified U.S. Figure Skating officials.
    - Expect judges from all three sections
    - The LOC will be responsible for Music and Announcers.
  8. Medical coverage for the duration of the competition is required.

### BUSINESS PLAN

The bid presentation should outline a business plan, which will serve as a primary guide for the organization and the financing of the event.

The business plan should include the following information:

- Preliminary budget and financial forecast reflecting, in general terms, all potential revenues and expenditures associated with the staging of the event (see budget parameters);
- Proposed organizational chart of the LOC with detailed role and responsibilities;
- The LOC must acknowledge and agree that they will cooperate and comply with all U.S. Figure Skating branding/merchandising directives as they might occur, whether prior to or after any award or authorization from U.S. Figure Skating or other entity, without cost to U.S. Figure Skating.

### COMMUNITY OVERVIEW

The bid presentation should contain an overview of the host community and region, as well as any other unique characteristics, which may enhance the bid:

- Support of the bid by the potential host community and region;
- Overview of the characteristics of the community and surrounding region;
- Map of the host community indicating locations of the key facilities (i.e. arenas, hotels and ancillary facilities) with distances;
- Host club and community should have a strong volunteer base from which to draw on for leadership.

## 2020 & 2021 National Showcase Competition

### BID INFORMATION

---

#### OFFICIAL HOTEL(S):

1. Sleeping Rooms: Varies, base this number on the projected length of your competition and the projected number of skaters using historical entry data.
2. Meeting Room: Complimentary access to one meeting room at the designated host hotel for the event in order to schedule all functions surrounding the competition.

#### BUDGET PARAMETERS:

1. There is no grant available for hosting this competition. All interested clubs should be prepared to make this competition a success without assistance. The Theatrical Skating Committee will make every effort to give clubs ideas on how to maximize profit.
2. The LOC, will develop the final expense and revenue budget for the event.
3. The entry fees will be set by the LOC, with approval by the National Vice Chair of National Showcase. Previous years entry fees for the National Showcase competition are available upon request.
4. All competition registration entries will be taken by and processed through U.S. Figure Skating Headquarters. Entry fees will be sent to the LOC within two weeks of the close of entries. The LOC will work directly with U.S. Figure Skating's Manager of Skating Programs on the entry process and method utilized for entry registration / processing.
5. Entry fees do not include practice ice. The LOC will retain all monies collected from the practice ice.
6. Budget for a minimum of 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 National Vice Chair of National Showcase. There may be a budget adjustment based on actual entry numbers.
7. Official Competitors party is optional, and if held, is at the expense of the LOC.
8. The LOC will retain all revenue generated from local cash sponsorships procured solely by the organizing committee.
9. The LOC will retain all revenue generated from community/government grants.
10. The LOC will keep any monies received from any approved local cash sponsor.
11. The LOC will also keep any leftover items procured from approved local "value-in-kind" sponsors. For the purposes of this bid process, VIK is defined as a product or service and does not have a cash value attached to it.
12. \*\*Language should be added which allows US Figure Skating the right to sell US Figure Skating merchandise at the competition. This includes, but is not limited to, Showcase and Theatrical Skating branded merchandise.

## **2020 & 2021 National Showcase Competition**

### **BID INFORMATION**

---

#### **SUBMITTING YOUR PROPOSAL**

Submit your proposal online [here](#). As part of the submission process, you will be required to upload the following documents:

- Arena Information document
- Hotel Information document
- Main hotel letter of support
- Secondary hotel letter of support
- Transportation Information document
- Budget Worksheet
- LOC Organizational Structure Outline
- Any additional letters of support/documents'

If you have any questions, please contact the following:

John Cole, Chair

Theatrical Skating Committee

[jhabcole@aol.com](mailto:jhabcole@aol.com)

Mr. Lynn Bell, NVC for National Showcase

Theatrical Skating Committee

E-mail: [vlbteleco@aol.com](mailto:vlbteleco@aol.com)

Karissa Woienski, Program Manager

U.S. Figure Skating

[Kwoienski@usfigureskating.org](mailto:Kwoienski@usfigureskating.org)

#### **ABOUT U.S. FIGURE SKATING**

U.S. Figure Skating is the national governing body for the sport of figure skating in the United States as recognized by the United States Olympic Committee and the International Skating Union. U.S. Figure Skating is comprised of more than 680 member clubs representing over 181,700 active members. U.S. Figure Skating is charged with the development of the sport on all levels within the U.S., including athletes, officials, sanctioning of events and exhibitions, and establishing the rules and guidelines by which the sport is governed.