



National Showcase 2018

Bid Information & Guidelines

Competition Dates:

Within the first two weekends of August, 2018, including Friday

CONTACT:

Melissa Bowman

National Vice Chair for National Showcase
Theatrical Skating Committee
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Karissa Woienksi

U.S. Figure Skating
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*Melissa Bowman
National Vice Chair for National Showcase
Theatrical Skating Committee
E-mail: patinage.tx@gmail.com*

2018 National Showcase Bid Package

Thank you for requesting a bid package for the 2018 National Showcase Competition to be held within the first two weekends of August, 2018.

Following an increased interest by multiple figure skating clubs desiring to host the exciting National Showcase competition, this letter and bid package was developed in an effort to help streamline the application process.

The attached Bid Packet and Application is to be used in the bidding process for the 2018 National Showcase Competition.

It is imperative that each club submitting a bid familiarize itself with the current rules and guidelines for National Showcase that serve as a basis for understanding the discipline. It is also helpful to plan the bid according to anticipated entries for the event to be approximately 300+ skaters and five days in length when only one surface is available.

These guidelines are available in document form on the U.S. Figure Skating website at: <http://www.usfigureskating.org/Programs.asp?id=308>.

The deadline for submission of bids is March 30, 2017 – e-mail delivery is preferred.

Submit bids to both:

Karissa Woienski
U.S. Figure Skating Programs Manager
kwoienski@usfigureskating.org

Melissa Bowman
NVC for National Showcase
patinage.tx@gmail.com

Sincerely,
Roland Bessette
Theatrical Skating Committee- Chair

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.

U.S. FIGURE SKATING THEATRICAL SKATING COMMITTEE:

The bid process and site selection for the National Showcase 2018 will be managed by the U.S. Figure Skating Theatrical Skating Committee, Chair of the Theatrical Skating Committee, National Vice Chair for National Showcase and the U.S. Figure Skating Programs Manager.

COMPETITION DATES:

National Showcase 2018 will be ideally be conducted within the first two weekends of August, 2018, and will likely be four or five days in length, depending on availability of two ice surfaces.

BID INSTRUCTIONS

The Chair of the Theatrical Skating Committee, in conjunction with the National Vice Chair for Showcase and the U.S. Figure Skating Programs Manager, will oversee the bid process and, upon request, provide detailed background information and experienced assistance in all aspects of the bid process.

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 National Showcase 2018 under the direction of U.S. Figure Skating.

The deadline for submission of bids is March 30, 2017.

Email delivery preferred.

Submit bids to both:

Karissa Woienski

U.S. Figure Skating Programs Manager

kwoienski@usfigureskating.org

AND

Melissa Bowman

National Vice Chair for National Showcase

patinage.tx@gmail.com

There is no grant for hosting the 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.

POINTS TO CONSIDER IN YOUR BID PRESENTATION

Plan for National Showcase competition to take place over a four-day period, or five days in length when only one ice surface is available.

Have you or your club hosted Showcase competition events before?

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 Director of Skating Programs on the entry process and method utilized for entry registration / processing.

Entry fees do not include practice ice. Practice ice will be the responsibility of the host club and it will retain all monies collected from the practice ice.

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).

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.

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 and those of other ISU members.

Expect judges from all three sections. The LOC will be responsible for Music and Announcers.

One rink surface, with seating of 300 or more on one side of the arena for theater style seating, must be available for the three to four full days of the competition.

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 approx. 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.

Medical coverage during competition

Photos/Video: As the LOC, you will be responsible for providing action, group and awards photos of the skaters for purchase.

In addition, action photos, group photos, awards photos must be supplied to U.S. Figure Skating at no charge for archival purposes, Magazine and use on icenetwork.com. The images must be digital and high resolution and be delivered immediately following the day's events and conclusion of the competition.

As the LOC, you will also be responsible for hiring an event videographer. U.S. Figure Skating can work directly with you to provide these services or you may hire a vendor of your choice. If you hire a videographer directly, in addition to selling videos to competitors, the videographer must also be made aware that U.S. Figure Skating, as the video rights holder to this event, is entitled to a digital copy of this event in its entirety, at no cost. U.S. Figure Skating will provide a hard drive and requests the video in a digital format be copied to this drive within seven days of the conclusion of the competition.

THE FOLLOWING ITEMS MUST BE INCLUDED IN YOUR BID PROPOSAL:

Completed application and proposed budget

Letter/email from your Regional Vice Chair for Competitions guaranteeing the competition dates will be reserved for the competition; plan on competition running for four (4) days, or five (5) with only one ice surface.

Letters of intent from the arena(s) and hotel(s)

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?

Will there be back-up for the equipment?

Do house lights require a warm up interval when turned on?

Can judges/referee be seated above/behind the audience?

Must judges' line of sight extend through hockey net or Plexiglas?

Can the Plexiglas on the Judges side of the rink be removed?

Can music/announcer be seated near the judges/referee?

Will officials and technicians be seated in a traffic-controlled area?

How will official/technician work areas be lighted during house blackouts?

Will intercoms be provided to connect:

Lighting crew and Lighting Director?

Referee, Announcer, Stage Monitor and Registration?

Will there be a private room with ice access (wearing skates) for Interpretive events to hear music? (Two may be needed)

What is the square footage of space available for vendors?

Will all windows admitting light to the ice be blacked out?

If two surfaces are available, will both be staged, staffed & lighted?

Where will awards/photos be made?

Will there be temporary scenery storage at rink side:

Are there building/ice entrances suitable for scenery?

Must scenery be removed from building immediately after every use?

Any additional information that you feel would be supportive of your proposal.

APPLICATION FOR ORGANIZING AND HOSTING THE NATIONAL SHOWCASE COMPETITION

Competition Dates: Within the first two weekends of August, 2018.

Bids are due by March 30, 2017.

You may attach any additional information to this application

Name of Applicant Club:			
Total number of registered members:	Registered of adult members:	Registered of junior members:	Is the arena a union arena?
Arenas (name, address, manager, phone):	Competition Surface (dimensions)	Seating Capacity and configuration Comp. Surface	Secondary surface (adjacent to rink): yes/no and dimensions
Contact name:	Contact address:	Contact phone number(s)	Contact e-mail
*Is this your Home Club ice surface: (circle one) Yes No	Rental costs: cost of ice per hour Additional costs:	Number of ice resurfacing machines:	Parking capacity (number of spaces)
			Room for buses: Yes No
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:	Please describe the music/sound system available for use, including the microphone:	Number of locker rooms:	Number of dressing rooms in competition arena:

Merchandise sales allowed?		Yes	No		
Meeting room available?		Yes	No	Seating capacity (75 minimum):	Yes No
Proposed area for officials' hospitality (describe):					
Will you be able to get a sponsor for any or all of the following items?					
1. Food for the Officials? (such as restaurants donating food)		Yes	No		
2. Officials travel and /or housing?		Yes	No		
3. Travel for site inspection visit by the Chief Referee (air/hotel/food if necessary)		Yes	No		
4. Competitors party		Yes	No		
5. Copier for accountants		Yes	No		
Number of snack bars and will they be open for the two days? #:				Yes	No
Will the Club be able to make any money from the snack bar?				Yes	No
Can food be brought in? Yes No	Trade show capability Yes No	Ability to do on ice awards, with carpet? Yes No		Is the microphone in the rink able to be wireless or to reach the ice surface? Yes No	
Is there ample room for storing props? (circle one) Yes or No	Does the rink access allow for moving scenery on or off the ice (circle one) Yes No	Describe accounting room access to competition rink:			
<i>Applicant club has organized and hosted the following competitions. (List in order of most recent)</i> <i>Additional pages may be used.</i>					
Name:			Year		

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

Proposed Budget 2018 National Showcase

INCOME: Year 2018

1. Entry fees
3. Net ticket sales
4. Program sales
5. Program advertising
6. Souvenir/boutique sales
8. Contributions/sponsors:
 - Cash
 - Value-in-kind (please list)
9. Video sales
10. Miscellaneous (please list)

TOTAL INCOME

EXPENSES:

1. Officials:
 - Travel meals lodging
 - Officials' dinner
 - Gifts
2. Medal expense
3. Competition arena rental
5. Service/equipment rental costs
6. Publicity/promotion
7. Program printing costs
8. Souvenir/boutique cost of sales
9. Printing costs
10. Administrative & committee expense
11. Local transportation
12. Telephone/telefax expense
13. Stationary/postage/supplies
14. Miscellaneous (please list)

TOTAL EXPENSES

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

NOTE: Please feel free to contact Melissa Bowman, NVC for National Showcase regarding the budget at (707) 515-0928 or patinage.tx@gmail.com.