



**USA FIELD HOCKEY  
NATIONAL EVENT  
REQUEST FOR  
PROPOSAL  
2019-2020**



# TABLE OF CONTENTS

<b>Letter from Events Team</b>	<b>2</b>
<b>About USA Field Hockey</b>	<b>3</b>
<b>National Hockey Festival Fast Facts</b>	<b>4</b>
<b>2017 Colleges in Attendance</b>	<b>6</b>
<b>Summary of Responsibilities for Host City</b>	<b>7</b>
<b>Field Diagrams</b>	<b>12</b>
<b>Host Organization Rights</b>	<b>14</b>
<b>USA Field Hockey Event Responsibilities</b>	<b>14</b>
<b>USA Field Hockey National Event Housing</b>	<b>15</b>
<b>Proposal Procedure</b>	<b>16</b>



# LETTER FROM EVENTS TEAM

**Dear Potential National Hockey Festival Event Host,**

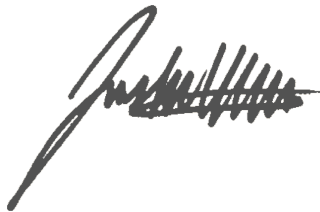
On behalf of USA Field Hockey, we would like to thank you for your interest in hosting the National Hockey Festival, an American field hockey tradition going into it's 37th year in 2018. USA Field Hockey has a rich history in running indoor and outdoor field hockey events and we hope to have the pleasure of working with you to put on our premier programming. Our mission, to Grow the Game, Serve Members and to Succeed Internationally can be accomplished in nearly every National event touch point we have with our members. With your continued interest in hosting our programs, you will find your community right in the center of accomplishing major objectives in our organization's mission.

The objective of this RFP is to provide general information about the site selection process for the National Hockey Festival, illustrate the criteria required for the proposal and to outline the division of operations and budget responsibilities between your city and USA Field Hockey. If at any point while reviewing the content of this RFP you find criteria that you are unable to meet we highly encourage you to contact us to discuss alternatives/compromises.

Our organization is extremely proud of not only what our events can do for our membership, but the impact our events can have directly on your community. With a mentality to establish mutual benefits between our organization and your city, we hope to create meaningful and lasting partnerships with all potential bidders and hosts. With continued growth and the varieties of playing options within our sport, we are optimistic of the future for field hockey in the United States.

Thank you for your interest and we look forward to reviewing your materials.

Sincerely,



**Justin Miller**  
**USA Field Hockey**  
**Events and Club Services Manager**



**Glen Hollingsworth**  
**USA Field Hockey**  
**Events and Club Services Manager**



# ABOUT USA FIELD HOCKEY

USA Field Hockey is the national governing body for the sport of field hockey in the United States and is headquartered in Colorado Springs, Colo. The mission of USA Field Hockey is to:

- Promote and grow the sport in the United States.
- Enable United States athletes to achieve sustained competitive excellence in the Olympic and Pan American Games, World Cup and other international competitions.
- Provide programs and services for our members, supporters, affiliates and the interested public.
- Be committed to excellence and the improvement of opportunities for both men and women in our sport, emphasizing participation and development opportunities for players, coaches, umpires and administrators.
- Be committed to selecting and preparing teams to participate successfully in the Olympic Games, Pan American Games and identified international competitions.
- Strive to represent the United States and the sport of field hockey in an exemplary manner throughout the world, both in terms of competitive performance and in the overall quality of our programs and services to our members.

Through a robust National Events profile, the USA Field Hockey Events and Club Services department can achieve all objectives in our mission. We strive to *Grow the Game*, *Serve Members* and *Succeed Internationally* with every program we facilitate. With a membership base of nearly 28,000 individuals and a club network of more than 300 member clubs, USA Field Hockey's Events and Club Services department aims to interact with each member athlete and club through diverse event offerings.



# FESTIVAL FAST FACTS

## GENERAL OVERVIEW:

With the 37th running of the National Hockey Festival (Festival) set to take place over Thanksgiving in 2018, it is one of the longest running field hockey events in the country. Coupled with a rich history as one of the largest outdoor field hockey events in the world, USA Field Hockey aims to continue to deliver this premier playing opportunity for athletes in 2019 and 2020. At Festival, U-16 Girls and U-19 Girls athletes from across the country will have a national platform to showcase their talents in front of Division I, Division II and Division III college programs from across the nation. Additionally, Festival offers a robust profile of playing opportunities outside of recruitment-based play including U-12 Co-Ed, U-14 Girls, U-17 Boys and Adult Divisions. It is our goal to continuously evolve Festival as a platform to develop athletes, coaches and umpires to be lifelong advocates of the game. Through additional ancillary event offerings like the National Coaches Meeting, College Information Night and Coaching Courses, Festival is truly an event that can be enjoyed by all constituents in our Hockey community.



**37<sup>TH</sup>**  
**YEAR**  
**RUNNING**

**6** AGE DIVISIONS  
BOYS, GIRLS, MEN, WOMEN

**MORE THAN 100** COLLEGES  
IN ATTENDANCE



## WHERE:

Outdoor field hockey events can be hosted on grass, field turf or water-based turf complexes and can be played in a variety of formats, such as 7v7 (half sided) and 11v11 (full sided). The maximum field dimensions for the full sided game are 300' x 180' or 1.24 acres of space per field. The maximum field dimensions for the half sided game are 180' x 135' or .56 acres of space per field. The National Hockey Festival requires a competition venue that can accommodate a minimum of 24 full fields without lights, preferably all in a contiguous space. A venue with a fully lighted facility could house the National Hockey Festival on a minimum of 13 full fields with additional space for 6 half fields (lights not necessary for half fields). Additional space between fields for spectator seating, walkways and a vendor village should also be available at the competition venue. Strong bids will include meeting space either at the competition venue or off site to host various ancillary programming on pre- and post-competition days.

# FESTIVAL FAST FACTS

## DATES:

The National Hockey Festival is structured to be a five-day event that includes three days of competition and two additional days pre- and post-competition for ancillary programs. Traditionally, Festival has been held on Thanksgiving weekend. Bids can be submitted for the following weekends:

**2019: November 27 - December 1 (Thanksgiving Holiday Weekend) or December 5 - 8**

**2020: November 25 - 29 (Thanksgiving Holiday Weekend) or December 3 - December 7**

\* Bids and venues with availability on both weekends listed per year are ideal.

## TOTAL APPROXIMATED DAILY ATTENDANCE:

(Athletes, Coaches and Spectators) - Competition Days

**3,000**  
ATHLETES

**175**  
PARTICIPATING  
TEAMS

**450**  
TOTAL  
COACHES

**300**  
CLUB COACHES

**4,500**  
SPECTATORS, FANS & FAMILIES

MORE  
THAN **100** COLLEGES  
IN ATTENDANCE

(See a list from the 2017 National Hockey Festival on page 6)

## TOTAL ESTIMATED ROOM NIGHTS:

**10,000**  
HOTEL ROOM NIGHTS

## SPONSORS:

 **CranBarry**<sup>®</sup>  
FIELD HOCKEY  
Presenting Sponsor

 **Harrow**  
Official Licensee

MORE  
THAN **20** VENDORS &  
EXHIBITORS IN 2017

4U Sports, Anikan Sports, CranBarry, Dita, Global JBS, Harrow Sports, Hocsox, International Polo Club, JDH, KB Designs, Longstreth, Malik, Mercian, NCSA, Normatec, OSAKA, ProMasque, SISU, Sport Eurotour, STX, Teamzila, Touchline, VooDoo, YOLO Sportswear

# 2017 COLLEGES IN ATTENDANCE

**SCHOOLS: 105**

**COACHES: 124**

Appalachian State University	Juniata College	State University of New York at Oswego
Arcadia University	Kutztown University	Stevenson Institute of Technology
Belmont Abbey College	La Salle University	Swarthmore College
Boston College	Lafayette College	Syracuse University
Bowdoin College	Lebanon Valley College	Temple University
Bridgewater College	Lehigh University	Transylvania University
Brown University	Lindenwood University	University of California, Berkeley
Bryant University	LIU Brooklyn	University of California, Davis
Bryn Mawr College	Lock Haven University	University of Connecticut
Bucknell University	Lynchburg College	University of Delaware
Central Michigan University	McDaniel College	University of Iowa
Colby College	Miami University of Ohio	University of Maine, Orono
Colgate University	Michigan State University	University of Maryland
College of The Holy Cross	Molloy College	University of Louisville
College of Wooster	Monmouth University	University of Massachusetts
Concordia University Wisconsin	Northeastern University	University of Massachusetts, Lowell
Connecticut College	Northwestern University	University of Michigan
Cornell University	Oberlin College	University of New England
Davidson College	Ohio State University	University of New Hampshire
Denison University	Ohio University	University of North Carolina
DePauw University	Old Dominion University	University of Pennsylvania
DeSales University	Penn State University	University of Rochester
Drew University	Princeton University	University of Virginia
Drexel University	Providence College	Ursinus College
Duke University	Rensselaer Polytechnic Institute	Vassar College
Earlham College	Rhodes College	Villanova University
Elizabethtown College	Roanoke College	Virginia Commonwealth University
Fairleigh Dickinson University	Sacred Heart University	Wake Forest University
Frostburg State University	Saint Joseph's University	Washington & Jefferson College
Georgetown University	Saint Louis University	Welsey College
Goucher College	Sewanee: The University of the South	Wesleyan University
Gwynedd-Mercy University	Shippensburg University	West Chester University
Hofstra University	Slippery Rock University	Widener University
Indiana University, Bloomington	Southern Virginia University	Williams College
Johns Hopkins University	Stanford University	Wittenberg University

# SUMMARY OF RESPONSIBILITIES

## SITE EVALUATION VISIT:

A commitment of one site visit during the bid review period (dates of bid review dates are referenced below on page 17) for a minimum of two USA Field Hockey employees is required. The site visit will be conducted to inspect all of the proposed facilities in an effort to determine the adequacy of a city to serve as the potential host. This visit will follow receipt of the Bid Application, if deemed necessary and will occur prior to final selection.

The bidder should be prepared to provide the following:

- Two round trip airfare tickets from Colorado Springs Airport to the Destination City
- A minimum of two nights stay at the Destination City
- A rental car for two full days while at Destination City

*\*Upon naming the finalized bid, another site visit will be required to be covered by the host city with two USA Field Hockey employees and up to two of their designated housing partner's employees to conduct hotel meetings and further site inspections for event pre-planning.*

## ADDITIONAL RESPONSIBILITIES OF HOST CITY AND VENUE:

Below is a comprehensive list of the responsibilities and requirements a host city and host venue must have to facilitate the National Hockey Festival. Should your city or proposed venue find that they cannot provide some of the requirements below, please include in your proposal which outside contacts or vendors can be utilized to supplement these areas.

**1. Competition venue at no cost or a highly-reduced cost.**

**2. Competition venue requirements:**

a. Competition venue usage:

- i. Non-Thanksgiving Holiday Timelines: Monday – Thursday (move in), Friday – Sunday (event), Monday (move out).
- ii. Thanksgiving Holiday Timeline: Sunday – Wednesday (move in), Thursday – Saturday (event), Sunday (move out).

b. General Venue Space Requirements:

- i. Most Ideal – 24 full sized, lighted, turf fields at 300' x 180' in a contiguous space.
- ii. Ideal – 24 full sized, lighted, grass fields at 300' x 180' in a contiguous space.
- iii. Acceptable – 21 full sized turf or grass field fields at 300' x 180' and space for 6 half fields at 180' x 135'. It is not required in this scenario for fields to be lighted. It is acceptable for fields to be non-contiguous. If a split venue option is explored, venues can be no more than 10 miles away from each other.
- iv. Acceptable – 13 full sized turf or grass fields at 300' x 180' and space for 6 half fields at 180' x 135'. In this scenario all fields must be lighted. It is acceptable for fields to be non-contiguous. If a split venue option is explored, venues can be no more than 10 miles away from each other.

1. Please reference a field diagram on pages 12 and 13 of the RFP.

c. Surface Requirements:

- i. Ideal – Multi-use Field Turf. Turf fields must either have sewn in boundary lines equal to the dimensions noted above, or, allow for white paint, in accordance to the necessary linings, for competition be laid down. Fields must have a run off area, fencing is required for safety purposes and may be needed between fields dependent on field configuration and spacing.



# SUMMARY OF RESPONSIBILITIES

- ii. Acceptable – Grass surface. Grass fields must be maintained in “fairway like” conditions and must be manicured before and in between competition days to maintain a high level playing surface. Grass fields must be able to be marked with white paint in accordance to the necessary linings for competition. Fields must have a run off area, fencing is required for safety purposes and may be needed between fields dependent on field configuration and spacing.
- d. Team Benches:
  - i. Ideal – Two team benches should be provided for each full sized and/or half sized field configuration.
- e. Corner Flags:
  - i. Ideal – 28 sets (112 total) orange corner flags or corner pylons. Corner flags must be weighted or able to be stuck in the ground.
- f. Medical Stations:
  - i. Ideal – Space between fields to erect tented (10’x10’) medical stations that can service four fields each is required. Venue must allow for USA Field Hockey’s exclusive athletic training provider to service these areas.
- g. Emergency Medical Services:
  - i. Ideal – Venue must have capacity to park an ambulance for emergency medical services. EMS must be in service for duration of tournament.
- h. Water Stations:
  - i. Ideal – Space between fields to erect tented (10’x10’) water/recovery stations that can service four fields each is required. Host must allow for USA Field Hockey’s exclusive hydration partner, Gatorade, to service these areas.
- i. Directional Signage:
  - i. Ideal – Directional signage on how to get to the venue’s parking area and how to navigate through the venue once on site should be provided.
- j. Awards Stage Area:
  - i. Ideal – A risen, 16’ x 8’, staging area with-in a high traffic area to accommodate team awards should be provided.
- k. Barricades/Barriers:
  - i. Ideal – Large areas of barricades/barriers should be available to support branding materials and to provide protective barriers between field end lines between fields if field configuration requires it.
- l. Umpire Hospitality Area:
  - i. Ideal – An indoor space at the competition venue that is centralized and easily accessible from the competition area that can seat up to 75 individuals (well-spaced configuration of rounds and chairs). Snacks and refreshments should be served all day and wi-fi should be available.
  - ii. Acceptable – An outdoor, tented area, centralized and easily accessible from competition area that can seat up to 75 individuals (well-spaced configuration of rounds and chairs). Snacks and refreshments should be served all day and wi-fi should be available.
- m. College Coach Hospitality Area:
  - i. Ideal – An indoor space at the competition venue that is centralized and easily accessible from the competition area that can seat up to 75 individuals (well-spaced configuration of rounds and chairs). Snacks and refreshments should be served all day and wi-fi should be available. Catering options for breakfast and lunch must be available.

# SUMMARY OF RESPONSIBILITIES

- ii. Acceptable – An outdoor, tented area, centralized and easily accessible from competition area that can seat up to 75 individuals (well-spaced configuration of rounds and chairs). Snacks and refreshments should be served all day and wi-fi should be available. Catering options for breakfast and lunch must be available.
- n. Vending Village Area:
  - i. Ideal – A centralized vending area to create a “village” that can accommodate up to 30 vendors in a high traffic area. Area must be able to accommodate a configuration of a variety of tent sizes. Majority will be 10’x10’, however, 20’x20’ and up to 30’x30’ tent spaces may be required. Area must have electrical and wi-fi access. Catering options available for vendors should be supplied.
- o. Loading Dock:
  - i. Ideal – Venue should have an easily accessible loading dock or loading area in proximity to designated vendor area for event load-in/load-out. Loading dock/loading area should be covered or indoors to protect shipments from weather.
- p. Storage Space:
  - i. Ideal – A secure storage space/room, inaccessible to public, to store event supplies through event and house event operations area.
- q. Golf Carts:
  - i. Ideal – A fleet of 15 four-seat golf carts, 10 flatbed golf carts and 5 large passenger trams/six-person golf carts should be available.
- r. Competition Radios:
  - i. Ideal – 36 multi-channel two-way radios should be available.
- s. Parking:
  - i. Ideal – A well-staffed, paved or grass, complimentary parking lot near the competition venue. Dependent on lot’s location and size, shuttles should be provided to and from parking lot for all visitors. A designated VIP parking area for USA Field Hockey staff, Umpires, Vendors and College Coaches should be provided.



# SUMMARY OF RESPONSIBILITIES

- t. Food & Beverage Concessions:
  - i. Ideal – An area with a large variety of quality, healthy, and competitively priced food vendors on-site throughout the event that will serve breakfast and lunch and that can serve all participants and spectators with a proportional amount of public seating. An area where alcoholic beverages can be sold for consumption (must meet city, county and state regulations). Complimentary meals from on-site food vendors should be provided for USA Field Hockey staff and Umpires.
- u. Ice:
  - i. Ideal - Ice machine and an area to store ice should be available.
- v. Provide well maintained and serviced restrooms throughout facility.
- w. Conduct trash removal and provide ample trash receptacles throughout venue regularly.
- x. Provide fork lift with extra-long forks for offloading and on-loading shipments.
- y. Provide venue security during and between move in and move out dates listed above.
- z. Provide/contract labor to assist Event Director in event set-up/tear-down including but not limited to goal cage construction, on/off loading supplies, setting up branding, etc.

### 3. Ancillary Event Requirements:

- a. Team Check-In and Umpire Meetings: Timeframe | Night Before First Day of Competition
  - i. Ideal – An indoor meeting space or ball room in close proximity to the most centralized area of team/visitor hotels that can accommodate seating for 150 individuals through a well-spaced configuration of rounds and chairs. Area must be compatible to set up AV equipment for presentations and include a small staging area for a keynote speaker. Parking must be complimentary and near event location. Catering options to include a selection of hors d'oeuvres; beer and wine should be serviceable onsite.
- b. College Information Night: Timeframe | Night Before First Day of Competition
  - i. Ideal – An indoor meeting space or ball room in close proximity to the most centralized area of team/visitor hotels that can accommodate seating for 150 individuals in a presentation style configuration of chairs. Area must be compatible to set up AV equipment for presentations and include a small staging area for a keynote speaker. Parking must be complimentary and near event location.
- c. National Coaches Meeting: Timeframe | Post Second Day of Competition
  - i. Ideal – An indoor meeting space or ball room on-site of the competition venue that can accommodate seating for 75 individuals through a well-spaced configuration of rounds and chairs. Area must be compatible to set up AV equipment for presentations. Catering options to include a selection of hors d'oeuvres; beer and wine should be serviceable onsite.
  - ii. Acceptable – An indoor meeting space or ball room with-in 15 miles of the competition venue that can accommodate seating for 75 individuals through a well-spaced configuration of rounds and chairs. Area must be compatible to set up AV equipment for presentations and include a small staging area for a keynote speaker. Catering options to include a selection of hors d'oeuvres; beer and wine should be serviceable onsite.

### 4. Procure venue, security, noise and other required city/county/state government permits.

### 5. Miscellaneous requirements of a well-rounded bid:

- a. Close by airport that can support most major airline carriers.
  - i. When submitting a bid, bidders should provide a breakdown of the average flight costs for flights between the following airports and the destination city's highest traffic airport(s) if available: ORD, DET, BOS, JFK, EWR, PHL, BWI, DFW, DEN, LAX.

# SUMMARY OF RESPONSIBILITIES

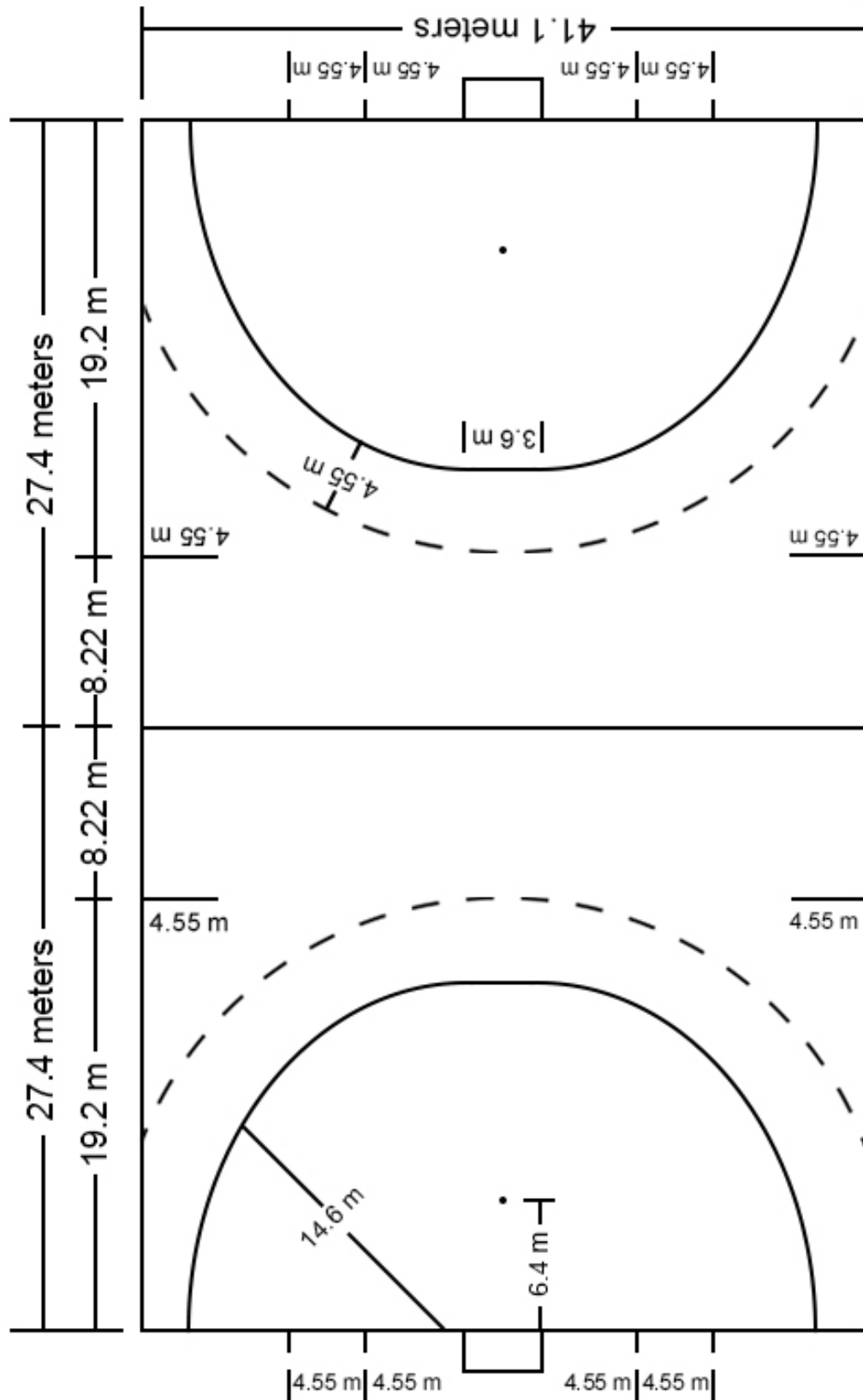
- b. Weather cancellation insurance provided by the host.
- c. Car rental program with the lowest possible rates per day/week. A minimum of 13 complimentary cars for USA Field Hockey staff upon arrival through departure.
- d. For bids submitted for Thanksgiving weekend, Thanksgiving Dinner buffet options for participants on Thursday night should be provided. Price per meal should not exceed \$37 (all inclusive) per person and a variety of dietary restrictions should be considered.
- e. Welcome signs and branding within airports and hotels for participants to utilize.
- f. Local volunteers to assist with pre-event set-up, team check-in, courtesy cart drivers and post-event break down.
- g. Well established local marketing plan to showcase destination's attractions, restaurants and entertainment options.



# FIELD DIAGRAMS

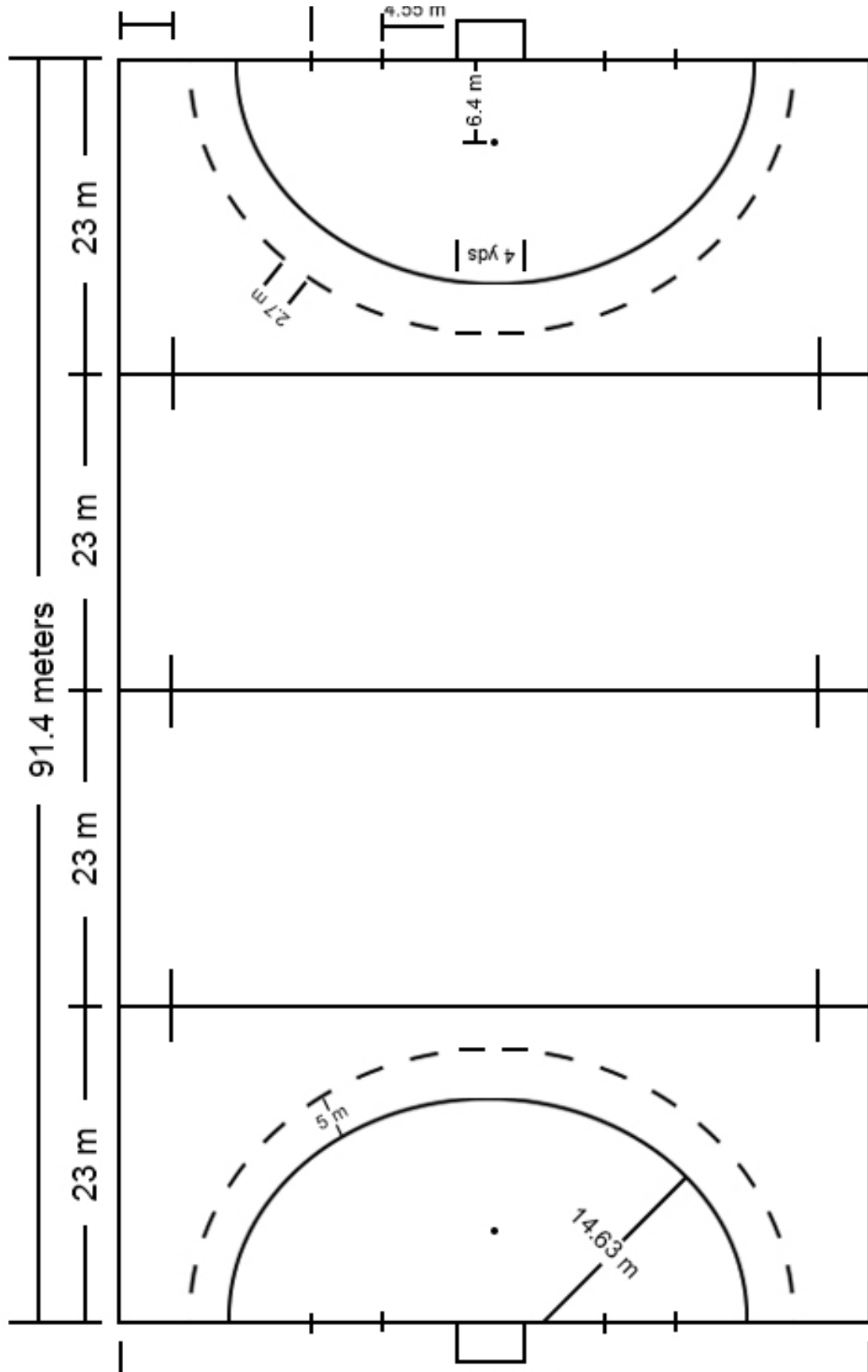


## 7v7 Field Dimensions



# FIELD DIAGRAMS

## USA 11v11 Full Field Dimensions



# HOST ORGANIZATION RIGHTS

1. Local sponsorship sales (provided that they are not in conflict with USA Field Hockey National Sponsors and are pre-approved by USA Field Hockey).
2. All revenue from food and beverage/concessions. Licensing structure and fees to be negotiated by USA Field Hockey.
3. Parking receipts collected from designated parking area(s). Parking fees to not exceed \$10.00 per car, per day and should come with a \$25.00 weekend pass maximum. Ideally free parking is provided.



# USA FIELD HOCKEY EVENT RESPONSIBILITIES

1. Market and publicize the event throughout the field hockey community and encourage as many teams, athletes, coaches and families as possible to attend the event and patronize area hotels, restaurants and attractions.
2. Provide event specific equipment - goal cages, event signage and certain operational items.
3. Provide athletic training services through USA Field Hockey Event's preferred provider.
4. Establish event schedule.
5. Provide, house and pay all event officials.
6. Provide awards backdrop, public address (PA) system and vendor village PA system.
7. Provide event advertisements in FHLife Magazine, USA Field Hockey's official membership publication.
8. Provide event page on USA Field Hockey's website.
9. Provide event awards.
10. Provide liability insurance. A certificate of insurance is available for inspection listing host organization as additional insured.

# NATIONAL EVENT HOUSING

Providing hotels that are quality and affordable is one of the most important aspects of your proposal. Many of our participating teams may also treat this as an extended vacation type event. Daily hotel rates are one of the major factors USA Field Hockey considers when selecting a host of the National Hockey Festival. With the help of our accommodations partner, currently Global JBS, we can jointly provide an unrivaled service experience when booking accommodations for events. But it first starts with excellent relationships with local hoteliers as these relationships are essential.

## DETAILS FOR ALL HOTELS:

- Tournament will use a Stay-to-Play policy that will require all teams to book through Global JBS in an Official Designated Tournament Hotel in order to participate.
- 95% of rooms to be double/doubles; room types must be guaranteed.
- The average nightly rate for all booked rooms for the duration of the event should not exceed \$150.00 per night booked.
- Attendee rates must include \$10 rebate for USA Field Hockey
- Attendee rates must include 11% commission for Global JBS
- Complimentary Policy: One Complimentary room per twenty paid rooms
- Hotels must provide discounted staff rates for non-comp rooms
- Hotels must close out all published rates lower than JBS rate over that time period
- Hotels must agree to a two-week cutoff date
- Complimentary roll away beds to accommodate four guests to a room when requested.
- Complimentary breakfast for designated Umpire and Staff hotels.
- Complimentary parking passes per day for any USA Field Hockey staff assigned to a hotel.
- Placement of Event Promotional/Welcome signage in a prominent location, preferably at front entrance of hotel, during event dates.





# PROPOSAL PROCEDURE

When reviewing proposals, USA Field Hockey utilizes a 360-degree approach to RFP review and will look at the following:

1. Availability of high quality and suitable facilities.
2. Hotels (selection, affordability, safety and commitment to our partner housing bureau).
3. Transportation (drivability and proximity to airport).
4. Strength of Local Host Committee/Convention and Visitors Bureau/Sports Commission commitments.
5. Strength of local field hockey community (membership/participation rates).
6. Proposal enhancements outside of listed requirements.
7. Strength, accuracy and quality of overall proposal package submitted.

We encourage proposals to be written in the following format and meet the minimum criteria below:

## 1. Introduction

- Please include general information as to why the event should be hosted by your organization including qualities that make your site unique.
- Describe other events supported by your organization which demonstrate your ability to successfully host this event.

## 2. Summary of Responsibilities Overview

- Please list in detail how your organization would be able to support and execute the responsibilities outlined above in this RFP in pages 6-10.
  - Specific detail into how the proposed competition venue and ancillary event space can meet the “ideal” or “acceptable” requirements is essential. If these details cannot be met by venue, please list how your organization can help supplement requirements or by what third party companies/partners would be available to contract out to meet our operational needs.
- Supporting photographs and field diagrams are required to help describe the venue. Computer Aided Drawing (CAD) images must be submitted to demonstrate the proposed venue layout. CAD images should include spatial dimensions of the competition fields, vendor village area and hospitality areas while including detailed spatial dimensions of the space between fields.
- It is required that an estimated budget be submitted with your proposal with detailed line items listing the anticipated costs for each operational expense listed in pages 6-10, should these items not be provided by the proposed competition venue within their rental pricing structure or are complimentary. Additional revenue line items, such as state or local grants, VIK or other monetary commitments should be included for a complete overview of the estimated costs for hosting in your city.
- Specific detail into local/regionalized accommodations that will help support visitors and USA Field Hockey staff upon their arrival into your city (i.e., distances to airports, information on volunteer organizations looking to help, etc.). When submitting a bid, bidders should provide a breakdown of the average flight costs for flights between the following airports and the destination city’s highest traffic airport(s) if available: ORD, DET, BOS, JFK, EWR, PHL, BWI, DFW, DEN, LAX.

## 3. Accommodations

- Please list in detail how your organization/city would be able to support the housing requirements listed on page 11.
- Please provide a list of hotels that would be able to support the requirements above and can set aside room blocks for the event. This list should include information on rates and number of comp rooms proposed for event timeframe that include rebate margins.

# PROPOSAL PROCEDURE

## 4. Conclusion

- State any current local field hockey affiliations or local field hockey clubs that you are aware of within a 100-mile radius of your location.
- How would you attempt to get the community to embrace the event?
- Letters of support from City, County or State representatives and/or CVB and Sports Commission leaders.

The National Hockey Festival RFP submission timeline will be the following:

- **April 9, 2018:** USA Field Hockey to disseminate the National Hockey Festival RFP.
- **June 1, 2018:** Completed Proposals due back to USA Field Hockey.
- **June 4 - August 17, 2018:** Proposals reviewed and site visits conducted as necessary.
- **August 20, 2018:** Event awarded to winning proposal.

USA Field Hockey will be soliciting proposals for 2019 and 2020. Applicants should note that any proposals submitted for both 2019 and 2020 will only be accepted with a one-year option. Should you have any questions related to the National Hockey Festival Proposal Process please do not hesitate to contact:

**Justin Miller**  
USA Field Hockey  
Events and Club Services Manager  
Email: [jmiller@usafieldhockey.com](mailto:jmiller@usafieldhockey.com)  
Phone: (719) 434-3902

**Glen Hollingsworth**  
USA Field Hockey  
Events and Club Services Manager  
Email: [ghollingsworth@usafieldhockey.com](mailto:ghollingsworth@usafieldhockey.com)  
Phone: (719) 434-3901

Proposals should be submitted electronically or send one hard copy per contact information listed above to:

**5540 North Academy Blvd., Suite 100, Colorado Springs, CO 80918**

Thank you in advance for your time and interest in hosting!

