**Organized Play Bid Application**

Thank you for taking the time to complete this bid application for a major Star Trek CCG event in your area. Our goal is to ensure that every group across the globe gets the chance to show off the advantage of their area, and has the opportunity to host a major event. But please understand that this process is a lot of work, and every time we host an event in a new area, a lot of up-front work has to be done by the volunteers on the ground.

Please complete the application as thoroughly as you can, and send your completed application as an attachment (PDF preferred) to organizedplay@trekcc.org. The subject of your email should be “ORGANIZED PLAY BID: {EVENT NAME}”, where you replace {EVENT NAME} with the name of the event for which you are bidding.

For example, if you are placing a bid for the 2012 World Championship, your email to organizedplay@trekcc.org should include this completed application as an attachment, and have the subject of “ORGANIZED PLAY BID: 2012 World Championship.” Failure to comply with these directions may result in significant delays processing your bid.

If you are unable to electronically complete and submit your bid, please contact us at organizedplay@trekcc.org for instructions on how to submit your bid on paper. Likewise, if you have any questions, please feel free to contact us at organizedplay@trekcc.org.

The Organized Play Team

[Date of Submission]
**[Event Name] - [Bid Location]**
*[Bid Author]*

**1. INTRODUCTION**

Consider this section to be the cover letter of your bid. In a simple paragraph or so, let us know why your bid should be picked over all the others, and give us some highlights.

**2. VENUE**

**GENERAL DETAILS**
1. Venue Name
2. Type of Venue (i.e. gaming store, hotel, restaurant, etc.)
3. Venue Address
4. Link to venue website and/or venue address in Google Maps

**VENUE HISTORY AND FACILITIES**
1. Tell us about any tournaments or events that have been run there in the past (i.e. Regionals, etc.)
2. What kind of space is allotted for tournaments?
3. What is the maximum capacity for the venue?
4. Do they sell STCCG and/or CCG supplies (sleeves, binders, etc.)?
5. Is the venue air-conditioned and/or heated?
6. How well lit is the venue?
7. What are the hours of the venue? Can the venue accommodate extended hours? Are there any external restrictions to the time that the event can be run?
8. Does the venue provide (secure) storage space for organizers and/or participants?
9. What non-STCCG events can you expect to be held at the venue? Is space reserved or shared with others?
10. Are there bathroom (toilet) facilities at the venue? How many?
11. Is there food/drink sold at the venue?
12. Is the venue and the expected playing area handicapped accessible?

**LOCATION, TRANSPORTATION AND ACCOMMODATION**
1. What are the closest airports to the venue? How do you get from them to the venue? How long of a trip is required? How much (approximately) would such a trip cost?
2. What are the closest train stations to the venue? How do you get from them to the venue? How long of a trip is required? How much (approximately) would such a trip cost?
3. What are the closest bus/public transportation stations to the venue? How do you get from them to the venue? How long of a trip is required? How much (approximately) would such a trip cost?
4. If it’s possible to stay within walking distance, how long a walk is it to the venue? Is it a safe walk (well lit, sidewalks)?
5. What kind and variety of food (i.e. fast foot, restaurants, supermarkets) is available in the area?
6. Are there hotels/hostels/other accommodation options close by? If so, please provide some website links and/or contact information.
7. What kinds of rates do these accommodation options offer? Is a group rate possible? How large of a group is required for a group rate?
8. Are the other levels of accommodation options available to cater to higher or lower budgets?
9. Approximately how far are the accommodation options from the venue? How long does it take to travel between them?

Anything else you’d like to add regarding the venue? Feel free to attach photographs at the end of the document.

**3. THE WHEN**
[Proposed Dates or Time Frame]

Tell us about the dates and times you want to hold the event. If you can’t provide specific dates, please provide a time frame window that is as small as possible. For each date and time, please provide some information about the local weather and climate in that time frame.

To streamline the process, provide an alternative time frame, along with the same information as requested above.

**4. THE WHY**Tell us all about your area – your meta, the size of your player group, the number of other player groups in your region, etc.

1. How many players do you have in your area? (include both core and active fringe players)
2. What is the approximate average attendance figure for local events in your area?
3. How frequently do you run events?
4. How often do players from other groups travel to your area?
5. How often do your players travel to other groups?
6. Is your player base growing, stable, or falling off? (Over the past year.)

Talk about your expectations. How many local players will attend? Regional players? If these figures are higher than your average attendance, why do you think you will draw those extra players?

Talk about the experiences with Organized Play in your area. How many “big” events have been held in the area in the past, and what was their turnout? Did you ever face challenges with the planning or execution of these events, and how did you overcome them?

**5. THE WHO**A single organizer is required to lead the coordination of the event, and to maintain communication with The Continuing Committee on all matters related to the event. The organizer will also be responsible for managing those who he or she may nominate to assist in the running of the event, as well as venue issues, and conflict resolution.

 **CONTACT INFORMATION**

1. Name of Organizer

2. Postal Address of Organizer

3. Contact Phone Number (please include area code, as well as country code if outside the US)

4. Email Address

5. trekcc.org username (if applicable)

**JUDGING**

1. Do you have someone capable of judging the event or will you require assistance with judging?
2. Can you provide one (1) to three (3) back-up judges for assistance with rulings and the administration of side events?

If you have multiple volunteers involved, please list each of their names, email addresses, and a brief description of their responsibilities. Feel free to provide additional information on the STCCG background and experience of each volunteer, including trekcc.org usernames if applicable.

**6. PROPOSED SCHEDULE (DRAFT ONLY)**
Provide a proposed schedule for the event and side events across your preferred time frame. It’s just a draft so it’s not something that you’ll be held to, but give us an idea of what you’d like to do. If you’d like to run special side events, provide details (a Chairman’s Challenge, etc.). If you’re suggesting any new tournament formats, please provide a description of the formats.

Try to provide estimations of the start times and durations for each event.

If you are applying for an exclusive event (Worlds, Continentals, etc.) or a major event (Nationals, Premiere Series), please mark the components of those events in **bold text*.***

**7. THE HOW**This section is all about logistics. Tell us about the steps you’ll take to prepare for your event, assuming that your bid is accepted. Give us a rough time table for major deadlines, expectations, etc. Give us an idea of what steps you’ll take and in which order. If you will require resources from The Continuing Committee (above and beyond standard prizes/promotion), elaborate what you’d like and when you’ll need it.

This is also the section to tell us about any special deals, options, or ideas you have. For example, if you are considering a sponsorship (a local vendor or restaurant), let us know what the options and your expectations are for that deal. If you anticipate requiring payment, give a brief overview of your expectations and your anticipated costs – a budget is not required at this time, but may be in the future.

This is your chance to propose new and interesting things that might make your bid stand out over others, that aren’t related to your specific location.

**8. CONCLUSION**Give us a summary of the major points of your bid. Highlight the unique points of your bid, remind us why your area would be ideal for hosting this event. Finally, provide the detailed contact information (again, if necessary) for the author of this bid, as follows:

[Author’s Name]
[Author’s TCC Handle]
[Author’s Email Address]
[Author’s Phone Number]