

Thank you for your interest in hosting an FPA event! The FPA wants to help you and see you succeed! Event bids are evaluated based on how well your bid meets the specifications listed below. This document is meant to serve as a guide to help you organize and formalize your bid. Please complete the application in as much detail as possible.

### 1. Event Logistics

Please include a schematic outline (map) of the event area, and a staff directory - including staff titles and responsibilities.

#### Performance Area

You will need a large flat playing surface at least 12m x12m in size. The performance area / field will need to be located and laid out to take best advantage of the prevailing winds.

\_\_\_ We can provide this. **Details:** \_\_\_\_\_

\_\_\_ We will need help with this.

\_\_\_ Not sure.

#### Sound System

You will need a sound system loud enough to be heard by judges, spectators (but not too loud for the judges)?

\_\_\_ We can provide this.

\_\_\_ We will need help with this.

\_\_\_ Not sure.

#### Staffing Titles and Staff Coordination

You will need an Event Organizer, Announcer, Sound Person/DJ, Head Judge, Setup/Breakdown crew, Sales Booth, Graphic Artist, Web Designer, Marketing. It is a good idea to pre-assign responsibilities and tasks to each.

\_\_\_ We can provide this.

\_\_\_ We will need help with this.

\_\_\_ Not sure.

#### Event Site

Plan to provide adequate warm-up areas, banners, tents, booths, bleachers/seating, that will make the event look professional?

\_\_\_ We can provide this.

\_\_\_ We will need help with this.

\_\_\_ Not sure.

#### Indoor Site for Backup

You will need to provide a backup location nearby in case of bad weather.

\_\_\_ We can provide this. **Details:** \_\_\_\_\_

\_\_\_ We will need help with this.

\_\_\_ Not sure.

#### Judging Area

You will need to provide tables, chairs, pencils/pens, judging sheets, calculators, and water for the judges.

\_\_\_ We can provide this.

\_\_\_ We will need help with this.

\_\_\_ Not sure.

## 2. Event Promotion

Please list all current or potential sponsors and include any sponsorship proposal materials you have.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_ Not sure.

### Media

Plan to prepare and send press releases, and arrange newspaper, radio, tv interviews before, during, after event.

\_\_\_\_ We can provide this.                      \_\_\_\_ We will need help with this.                      \_\_\_\_ Not sure.

### Sponsors

A sponsorship package will need to be presented to prospective sponsors. A sample letter can be found on the FPA Website at: <http://freestyledisc.org/docs/2001SponsorshipProposals.doc>

\_\_\_\_ We can provide this.                      \_\_\_\_ We will need help with this.                      \_\_\_\_ Not sure.

## 3. Meeting the Needs of the Players

Please provide information below regarding proposed fees and estimated player costs for the following.

### Travel

What are the logistics and cost for players to travel to the event location?

\_\_\_\_ Estimated costs

### Accommodation

Are there affordable options near the playing field?

\_\_\_\_ Yes **Details:** \_\_\_\_\_

\_\_\_\_ No **Distance from site:** \_\_\_\_\_

\_\_\_\_ Estimated cost per person/night

### Entry Fee

What is the amount of the entry fee?

\_\_\_\_ Amount                      \_\_\_\_ Not sure.

### Prize money

What is your preliminary plan for prize money? Prize money protocol: at least half the amount taken in registration fees is allocated to prize money. (See budget worksheet.)

**Details:** \_\_\_\_\_

### Players package

You will need to prepare a registration package to include all the essential information for all the players (map to event site, parties, transportation info, event staff phone numbers, event schedule). It is great if it includes extras like t-shirts, discs, sponsors gifts.

\_\_\_\_ We can provide this.                      \_\_\_\_ We will need help with this.                      \_\_\_\_ Not sure.

### **Trophies**

You will need to provide trophies/medals for top 3 in each category (27 trophies, total). The FPA provides up to \$1000 to offset trophy costs.

☐ Yes **Details/Trophy Ideas:** \_\_\_\_\_

### **Food and Water**

Water should be provided on-site for the players, judges, and event staff. Food should also be available nearby for purchase (at a discount or free to competitors, if possible).

☐ We can provide this. ☐ We will need help with this. ☐ Not sure.

## **4. Budget**

Please complete and submit a detailed budget, using the FPA budget worksheet as an example. The FPA budget worksheet can be found here: [http://www.freestyledisc.org/docs/fpa\\_worlds\\_budget\\_worksheet.xls](http://www.freestyledisc.org/docs/fpa_worlds_budget_worksheet.xls)

Indicate exact or estimated values where appropriate. Below are considerations to include in your budget.

### **Insurance**

Do you know how much insurance for the event will cost?

### **Sponsors**

Do you have the potential for or existing sponsors that will help fund the event?

### **Event Equipment**

How much will it cost to rent the Sound System, chairs, tables, tents, etc.

### **Staff**

Will staff be paid? If so, list which staff members will be paid and their salaries in the budget.

### **Merchandise**

It is a good idea to plan to sell merchandise to help fund the event. Successful sales includes discs, whiz rings, nails, quality T-shirts, and other items. (Many can include logos for the event the FPA and relevant sponsors). Are disc sales and other sales allowed at the site?

Feel free to contact the FPA with any questions or concerns you may have about hosting an event, or preparing a proposal, we are here to help. We look forward to hearing from you soon!

### **FPA Board**

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