

ACUI Collegiate Air Hockey Sectional Request for Proposal

Association of College Unions International (ACUI) invites proposals from member university and college campuses (hereinafter referred to as "Host Site") for the production, promotion, co-management, and execution of the recently updated ACUI Collegiate Recreation and Leisure Activities Sectional Tournament (hereinafter referred to as "Event"). This Event provides opportunities for students to compete at the collegiate, recreational level in the sport of air hockey, while the main goal is to qualify to compete with the top collegiate Air Hockey players in an Air Hockey championship.

Project Objectives

Plan, coordinate, and execute a professional tournament that:

- Maintains and enhances the image of leisure activities and ACUI
- Attracts the top collegiate student athletes from around the United States and internationally
- Attracts national sponsorships from both inside and outside the industry
- Promises excitement and high levels of competition and execution
- Is professional in every aspect of promotion and execution
- Meets the financial and budget requirements of ACUI and the Host Site
- Puts forth efforts to build community including but not limited to social and non-championship events (i.e. bowling, second chance tournaments, other game room activities, and outings to nearby student friendly venues) that are either free of charge or incur a registration fee
- Is scheduled with other ACUI programs in mind with concerns to the potential of co-hosting student programs (clay targets, poetry slam, student leadership education), geographic proximity to other sectional tournaments that weekend, and overall number of ACUI events at that time

Air Hockey Event requirements

Host site minimum recommendations for a facility that has:

- Playing space, time, and equipment for participants, at no charge, for the duration of the Event
 - The amount of players that can compete is contingent upon the amount of space available to hold up to 10 full size (99.5" x 55.5", 350 lbs) tables
 - 2 current (available) tables preferred
 - Necessary space for Air Hockey tables needs to include a minimum of 5' of clearance behind each player and a minimum of 5' between tables (Min square footage necessary is approximately 2,400 sq ft.)
- Adequate lighting to properly illuminate the playing area for acceptable quality for conducting tournament Air Hockey play
 - Ideally, a minimum of 56.4-foot candles over the length of the table
 - Additional lighting can be provided if necessary
- The proper set-up of the host provided equipment and the Event room prior to the start of the event and the proper and complete teardown of the equipment and the Event room at the end of the Event
- Periodic maintenance of the host provided equipment during the Event. Such maintenance shall include, but shall not be limited to, cleaning and inspecting all host provided equipment and immediately performing all necessary repairs or maintenance during all hours of scheduled play during the Event
- Space for spectators around the area of play
- A location to hang or display tournament brackets
- A location to setup primary command center for managing the event
- Adequate accessibility to electrical outlets to support up to 10 Air Hockey Tables, command center laptops, etc.
- Adequate temperature control to maintain a comfortable environment for the players and spectators.
- Close proximately to a loading/unloading location to accommodate the delivery and pickup of the Air Hockey tables. Must also have adequate clearance for transporting the tables into the building.
- Storage area for packing material used to ship the Air Hockey tables
- Wi-Fi accessibility highly preferred

Equipment from host location or nearby to include (can be rented if necessary):

- Forklift, flatbed cart, or other similar device for transporting Air Hockey tables from freight truck to tournament area
- 10 total seating for referees to use at each Air Hockey table
- Adequate seating accommodations for players in between matches and spectators

- Provide Extension cords of appropriate length as needed to supply electrical power and lighting for all Air Hockey tables.
- PA System for announcing matches and other tournament information
- 4' high pipe and drape or stanchions to keep spectators out of playing areas (amount varies based on facility setup)
- Water coolers (can be substituted by the availability of water fountains)
- Four 6 foot tables for command center

Food and Beverage requirements

- Access to restaurants on premise or within walking distance for breakfast, lunch, snacks, and dinner

Event Elements

Tournament Dates:

ACUI will work with the Host Site to select an agreeable weekend. The tournament dates are ideally late January - April.

Sample Event Schedule – Tournament schedules will be based on the number of participants and available equipment. Below is a sample schedule that a tournament could follow. Tournament schedules can be condensed or expanded based on student interest and travel time.

Friday

Travel Day

5:00 p.m. – Check-in,

6:00 p.m. – Open Play

Saturday

9 a.m. – Orientation

10 a.m. – Air Hockey Clinic

12 p.m. – Practice

1 p.m. – Open Singles

Sunday

9 a.m. – Practice

10 a.m. - Open Singles

1 p.m. - Awards Ceremony

Event Sponsorship – ACUI encourages Hosts to seek out institutional and local support for the Event. If possible, ACUI will include sectional tournaments in the national sponsorship package to industry partners.

- Local support could include funding from local visitors bureaus, recreation clubs, corporate donations, and more.

Promotion – The Host Site will work with ACUI to develop and execute a comprehensive promotional plan for local press coverage. This includes pre- and post-event communications.

- Promotional possibilities include marketing the Event to Regional Leadership Team members, nearby college/university games room staff and involved students in the area

Staffing – ACUI will provide a Program Coordinator from the Central Office and administrative support throughout event planning. The Host will provide a Tournament Director and Referees.

Financial Guidelines – ACUI will reimburse the Host Site within 30 days of event once provided with any necessary invoices. It is expected that the host site cover all costs (within reason) associated with facilities (i.e., meeting rooms, audio-visual needs, and staffing costs) throughout the tournament experience. Any meal costs should be negotiated with the food service providers so a reasonable tournament registration cost can be charged.

ACUI seeks to make tournaments as cost effective as possible to provide access to all students. Through relationships with local and campus vendors, the host institution will be able to utilize networks to help develop the program. While expenses are negotiable, higher costs will increase the registration fee for participants. Likewise, the host institution should be prepared to support the program.

Planning – The Host Site will submit to ACUI, in a timely manner, a detailed schedule of all elements required to plan and execute a successful event.

Cooperation – The Host Site will cooperate with ACUI in producing a successful sectional Event.

Proposals

A successful proposal will have the following elements/characteristics:

Staffing – The proposal will include expected volunteer or staff support from the Host institution. Volunteer duties include registration, officiating, awards ceremony attendance, and general hospitality efforts. This section can also include but is not limited to campus community, local clubs and hobbyists, or other supporters like a local sports commission or visitors bureau.

Events – Men’s, Women’s, Combined Collegiate Air Hockey

Experience – The proposal will include a demonstrated ability to produce a successful tournament weekend. Volunteer and institutional support should be highlighted.

Details – The proposal will include all relevant details covering the event requirements and recommendations listed above. Please address quantity, condition, age, and brand of equipment to be used for the tournament. Photos of the area of play are recommended.

Additions – The proposal may include any additions that the potential Host Site wishes to include that would make the event as successful as possible, including local convention and visitor bureau contacts for hotel and transportation arrangements. Details concerning Event staff office or work space are also beneficial (Internet access, a space that locks, electrical outlets, printing, tables/chairs, etc.). Information concerning beverage/food sites and hours of operation, as well as information on parking at the Event is also suggested.

Suggested Dates – Weekends during the months of April- June., barring any overlap with ACUI events and holidays, are preferred. Proposals for the 2016-2017 season will also be accepted at this time.

Lodging & Transportation – The proposal should include a list of nearby lodging options, and should include price ranges for the properties. Information regarding airport, other transportation, and on-site parking should also be included.

Proposal Deadline – In order to plan and market for successful tournaments, ACUI asks that proposals be submitted by **Friday, December 9, 2016**.

Questions can be directed to:

Jake Dawes- Special Events and Operations Coordinator- jadawes@acui.org or by calling 812.245.8056,

Successful host sites are expected to sign the ACUI Host Agreement.

Visit our [Student Programs](#) webpage for more information on all of our programs.