

**IHSA FOOTBALL STATE FINALS
Site Proposal Specifications**

Each proposal to host an Illinois High School Association state final event must address and include information relating specifically to the following items:

ESSENTIAL CRITERIA

1) **Site Availability:** The site must guarantee availability of its facilities for all dates of event(s) sought. The IHSA seeks proposals for the following dates and events.

Football State Finals	Year	Dates
Football – Fri./Sat. – Week 21	2013-14	November 29-30, 2013
Football – Fri./Sat. – Week 21	2015-16	November 27-28, 2015
Football – Fri./Sat. – Week 21	2017-18	November 24-25, 2017
Football – Fri./Sat. – Week 21	2019-20	November 29-30, 2019
Football – Fri./Sat. – Week 21	2021-22	November 26-27, 2021

The listed dates are fixed under current tournament structures. In the event changes in structure which may change these dates are considered during the term of the agreement, the venue will have the right of first refusal to continue hosting the event.

2) **Minimum Seating Requirements: 12,000 seats**

Proposals must include seating diagrams, showing designated seating areas (including the number of seats in each area) for the following: spectators, participants, handicapped and media.

3) **Term and Form of Contract:** Each proposal must be for a 5-year term. Proposals must include provision for annual review.

4) **Facility Considerations:**

Competition Area: Describe in detail the dimension, design and surface of the competition area. List and describe all competition equipment that will be provided on behalf of venue, i.e. scoreboards, etc. Minimum requirements include:

- Artificial Turf Field with dimensions of 360 by 160 feet
- High School Goal Posts
- Sideline Markers
- Down Markers
- Chains
- Team Seating in Team Box
- Lights

Insurance: Describe in detail any and all insurance coverage that the venue currently has as well as any insurance coverage that would be required of the association or lessee.

Security: Submit the venue's security plan. The plan must include, but is not limited to: routine crowd control, emergency control, i.e. fire, tornado, terrorist, etc.

Handicap Accessibility: Submit verification that the venue complies with all federal and state laws pertaining to disabled persons.

Special Seating: List and describe any special seating that is available such as corporate or VIP boxes.

Special Technological Features: Describe any technological capabilities the venue can provide to enhance tournament administration. Such items might include, but are not limited to, message boards, special lighting and sound capabilities, giant screen television monitors, etc.

5) **Locker/Training Facilities:** Describe the locker room and training room facilities available. All dressing and locker areas need to provide security to ensure privacy and lock-up. Minimum requirements for each sport are:

Football Playoffs: 4 team locker/dressing rooms, 1 officials locker/dressing rooms, 1 training room and 1 dressing area for cheerleaders.

6) **Parking:** The following minimum numbers of parking spaces must be available on a complimentary basis for IHSA use: **100**.

These parking spaces must accommodate participating schools/athletes, IHSA workers and VIPs.

Describe parking arrangements which would be provided to accommodate a sell-out crowd. Specify the total numbers of parking spaces and parking areas available, indicating the numbers of spaces in each parking area, special accommodations for handicapped parking, locations of the spaces required for IHSA use (as noted above) and the proximity of each proposed parking area to the venue. Describe shuttle services, if available, from remote parking locations to the venue. Furnish a map or chart showing all prospective parking locations. Describe all financial terms and arrangements associated with parking.

7) **Financial Considerations:** Describe in detail the costs which the Association would incur by holding its event in the venue. Provide a sample proposed budget for the event.

8) **Settlement:** Settlement of all financial matters must occur not later than sixty (60) days after the conclusion of the event.

9) **Hotel Accommodations:** The following minimum numbers of hotel/motel rooms must be available:

IHSA Accommodations: 100 rooms. These rooms will be used to accommodate participating schools/athletes, media, IHSA workers and VIPs.

Spectator Accommodations: List all hotels/motels in the area that have made commitments to provide accommodations during the event(s) sought. Include the number of

rooms at each hotel/motel along with the rates at each facility for the duration of the proposed term. Include a map of the community showing all hotel/motel locations in proximity to the venue.

10) **Press and Media Seating:** The following minimum seating requirements for working press must be available on a complimentary basis for IHSA use: **50 seats**.

A separate press work area providing a minimum of three (3) dedicated telephone lines is required. Wireless internet is required. Accommodations must also be provided at each event for the following:

Media Hospitality Room: Fitted with television monitors with access to the game being played and accommodations for computers, phones and workspace.

Television Camera Locations: Venue must cooperate with producers of IHSA event telecasts to provide television camera locations as producers determine.

Television Production Parking: Must accommodate parking for two television production trucks and one satellite truck. Parking spaces must be close together and in close proximity to the venue.

11) **Meal and Hospitality Accommodations:** The venue must be able to provide meals and/or hospitality service for the following minimum numbers of persons: **75-100 people**.

12) **Merchandise:** The IHSA shall provide and have exclusive rights to sell merchandise with no royalty or fees to venue. The IHSA shall have exclusive control over all merchandise sold in the host venue.

13) **Concessions:** Food and beverage concessions shall be provided by the venue or its contracted concessionaire. Alcohol and tobacco products must be prohibited.

14) **Tickets:** The venue must provide tickets and handle ticket sales for the event. Describe in detail the ticketing services the venue provides. Indicate whether and under what terms the venue will use a ticketing service such as Ticketmaster, etc. Describe any financial terms association with ticketing.

15) **Programs:** The IHSA shall provide and have exclusive rights to sell event programs with no royalty or fees to the venue. The IHSA shall have exclusive control over all programs sold in the host venue.

16) **Signage:** The IHSA shall have exclusive authority over event signage. No royalty or fee will be paid to the venue for IHSA's signage commitments. Please identify all existing signage and contractual commitments for its display which venue currently maintains. Describe any negotiability for such contracted space. Also describe venue's ability to work with IHSA and sponsors if product category conflicts or other signage issues should materialize. Describe what steps the venue will take to eliminate alcohol signage.

ADDITIONAL CRITERIA

17) **Sponsorship:** Describe how venue and host community will advertise and promote tournament events.

18) **Special Events:** Please describe any plans the host community will implement to accommodate, help underwrite or develop special events to be associated with the football state final championship games.

Close the proposal with an explanation as to how and why the mentioned facility should be selected to host an IHSA state final event. Specifically address how the facility and surrounding community are qualified to uniquely fulfill the aforementioned specifications.

After examining all proposals thoroughly, the IHSA staff will prepare recommendations in regard to site assignments for consideration by the IHSA Board of Directors. Primary consideration will be given to the fulfillment of essential criteria.

Questions regarding proposals or proposal specifications must be directed to Craig Anderson at the IHSA Office.

Proposals should be sent to the attention of Marty Hickman, Executive Director, IHSA, 2715 McGraw Dr., Bloomington, IL 61704.

Deadlines for submitting proposals and the anticipated date of action by the Board of Directors to accept proposals for each sport are:

Sport	Deadline for Submission	Scheduled Board Action
Football Playoffs	April 2, 2012	June 11, 2012

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