

**FLORIDA HIGH SCHOOL STATE CHAMPIONSHIP – PROPOSAL CHECKLIST**

**This form MUST be completed or proposal may be deemed incomplete**

1. Complete the information on EVERY item below (attach additional page if necessary to explain responses):

|  |                                  |
|--|----------------------------------|
| Name of Facility _____   | Number of Spectator Seats: _____ |
| Host Organization _____  | Primary Contact Person _____     |
| Host School or School District (Recommended, not required) _____                               |                                  |
| Will you be seeking local sponsorship(s)? ____ If yes, list potential sponsors _____           |                                  |
| Will you be obtaining/seeking financial support (grants) from community agencies? _____        |                                  |
| Will the Host provide insurance certificate as required in specs? ____ if no, explain: _____   |                                  |
| Does the Host acknowledge FHSAA's ownership of property and media rights to the event? _____   |                                  |
| Describe financial share proposed for FHSAA: _____   |                                  |
| Proposed Parking fee per vehicle \$ _____  |                                  |
| Name of Ticket Service contractor _____  |                                  |
| Will FHSAA be granted rights to issue presale e-tickets with another ticket contractor? _____  |                                  |
| Name of Host Hotel _____   |                                  |
| Number of Complimentary room nights for FHSAA _____; FHSAA room rate for non-comp room's _____ |                                  |

2. Place a checkmark by every item that is included in your proposal below:

**Planning & Operational Items**

- Signed "Proposal to Host" cover sheet (form provided)
- Key contacts directory information (form provided)
- Proposed budget completely filled out (form provided)
- Host school or district letter of support (recommended, but not required)
- Letter from facility management/owner confirming dates and willingness to abide by specs
- Plans for hospitality are described
- Plans for food and beverage concessions are described, including ban on sale of alcohol and tobacco
- Organizational chart of local organizing committee
- Narrative explaining relationship between host, local sports commission and convention/visitor bureau
- Description of experience hosting similar events
- Brief resume of event manager
- Affirmation of solid volunteer base and source
- Plans to promote the event
- Names of law enforcement agency and provider of medical staff for event

**Facility Items:**

- Facility description is provided and required facility spaces in specs are addressed or alternative offered
- Availability of luxury boxes is addressed
- List of all facility signage under contract to display is provided
- Diagram of facility showing seating, entrances, field, team and officials dressing rooms
- Map showing location of facility
- Digital images of the facility and all areas required in the specs
- Diagram of parking including proposed FHSAA event staff lot
- Security and evacuation plan
- Policy on photography and videotaping by spectators
- Description of merchandise normally sold in facility that will continue to be sold for this event

**Lodging Items:**

- Host Hotel information as required in specs (brochure, distance, rates, block deadlines, contact info)
- Map showing hotels located in 10 to 20 mile radius
- List of hotels, number of rooms and rates for 2 and 4 person occupancy within 5, 10 and 20 miles
- Other events taking place within the community during dates of this event that may impact lodging

3. Form completed by: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Print Name Signature Date Signed