Organizational Requirements

1. **Budget**
   - A preliminary budget must be included with initial bid and must contain estimated event fees.

2. **Experience**
   - Experience, or lack thereof, should be considered when awarding bids for events.

3. **Event Announcement**
   - High School State Championships
     - Events must be announced one (1) month prior to the event date.
   - Sectional and Conference Championships
     - Events must be announced six (6) weeks prior to event date.
   - Regional Championships
     - Events must be announced four (4) months prior to the event date.

4. **Event Staff**
   - The relevant USA Ultimate Coordinator must be in attendance.
   - A non-playing tournament director (TD) must be in attendance.
   - There must be a minimum of one (1) event staff person per field site.
   - There must be a minimum of one (1) event staff person per four fields.

5. **Communication**
   - Organizers must email and post on the Event Builder page the following information to players and teams attending the event.
     - Logistical Details
       1. Hospital, safety and on-site emergency information
       2. Field directions and parking
       3. Local hotel information
       4. Event contacts
       5. Link to Event Builder page for event -> play.usaultimate.org/admin
     - Format/Schedule
     - Inclement Weather Plan
   - Communication Timeline – see chart below

<table>
<thead>
<tr>
<th></th>
<th>States</th>
<th>Sectionals/Conferences</th>
<th>Regionals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logistical Details</td>
<td>2 weeks prior</td>
<td>Team Registration</td>
<td>By the time teams qualify</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deadline (min. 2 weeks)</td>
<td></td>
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<tr>
<td>Format/Schedule</td>
<td>5 days prior</td>
<td>5 days prior</td>
<td>5 days prior</td>
</tr>
<tr>
<td>Inclement Weather Plan</td>
<td>2 weeks prior</td>
<td>2 weeks prior</td>
<td>1 month prior</td>
</tr>
</tbody>
</table>

6. **Contracts/Sponsorships**
   - No sponsorships or contracts can be made that conflict with USA Ultimate sponsorships or commitments. Please check with USA Ultimate HQ before finalizing contracts.