



# Tarheel Forensic League

**Tarheel Forensic League**  
*Building Intellect & Character Through Speech*

## **TFL State Tournament Bid Form**

Please read the following: To prevent hosting from being an unreasonable burden, **the TFL will pay a \$2000 stipend to the host school, plus \$5 per competing student and judge entered in the tournament as calculated by the tournament manager. Additionally, the host school will receive up to \$500 worth of free student entries into the tournament.** The host will receive payment from the TFL after the conclusion of the tournament. Free entries will be deducted from the school's registration invoice. The host is responsible for any expenses needed in advance of the tournament and during the tournament itself until this stipend is paid.

This bid process is open to any TFL member school that can meet the requirements listed herein.

**Bid submissions may be scanned and emailed to Keith Pittman ([keith.pittman@acsqmail.net](mailto:keith.pittman@acsqmail.net)) or sent by certified mail to 419 McDowell Street, Asheville, NC 28803. All portions of the bid application must be submitted.**

**Bid submission deadline is Monday, October 1, 2018.**

## **Tournament Dates:**

**April 6-7, 2019**

**This will be a Saturday/Sunday tournament.**

Please carefully read the following pages and make sure that the requirements, stipends and mutual expectations are clearly understood by all required parties in the potential host school and adjacent school (if necessary), including the coach(es), principal(s) and custodial and security staffs. By signing this bid form, you agree to host the TFL State Championship on the dates listed and provide the services listed if the TFL Executive Committee accepts your bid proposal.

**Basic Information:**

1. Can your school host a tournament on BOTH Saturday and Sunday, April 6<sup>th</sup> and 7<sup>th</sup>, 2019? \_\_\_\_ Yes \_\_\_\_ No
2. When can teams arrive on campus Saturday? \_\_\_\_\_
3. Does your school host any church or other organizations on Saturday or Sunday? \_\_\_\_\_  
If so, please list \_\_\_\_\_
4. Are there any other events in your town this weekend that would impact hotel rates or traffic? \_\_\_\_  
If so, please list: \_\_\_\_\_

**Facilities**

1. What will be your assembly hall (open/awards)? \_\_\_\_\_ Capacity: \_\_\_\_\_
2. What will be your judge lounge? \_\_\_\_\_ Capacity: \_\_\_\_\_
3. What will be your Extemp prep room? \_\_\_\_\_ Capacity: \_\_\_\_\_
4. What will be your student lounge? \_\_\_\_\_ Capacity: \_\_\_\_\_
5. What will be your tab room? \_\_\_\_\_ Capacity: \_\_\_\_\_
6. How many congress rooms can you guarantee that will have a 5x5 seating configuration? \_\_\_\_\_
7. What is the total number of rooms you have available for rounds (**absolute minimum 120**)? \_\_\_\_\_  
(Do NOT count any room listed above in this number).
8. If needed, can you use an adjacent school to help with room capacity? \_\_\_\_\_
  - If so, what is the school name? \_\_\_\_\_
  - How close is it relative to your campus? \_\_\_\_\_
  - How many rooms are available in the adjacent school? \_\_\_\_\_
9. Can you secure an "official" hotel that will allow us to conduct early registration if needed on Friday night?: \_\_\_\_\_
  - Where? \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Required Supplies and Services (to be paid for by the HOST, not the TFL):**

1. **NON-NEGOTIABLE: Can you provide schoolwide wi-fi access (required) with networked printers?** \_\_\_\_\_
2. Do you have at least one high capacity photocopier? \_\_\_\_\_
3. Can you supply several reams of paper in white and at least six other colors? \_\_\_\_\_
4. Will you have office supplies available such as pens, pencils, markers, tape, staplers? \_\_\_\_\_
5. Will you provide free meals for up to 200 judges with constant snacks in between? \_\_\_\_\_  
(Required meals: Breakfast, lunch and dinner on all competition days, plus snacks in between.)
6. Will you provide a concession area for students for meals and snacks? \_\_\_\_\_  
(Required meals: Breakfast, lunch and dinner on competition days, plus snacks in between. Host school may sell concessions at any reasonable price and host keeps all profits from concessions.)

**Required Staffing (to be provided by HOST, not the TFL):**

1. Will you provide a **MINIMUM of 10 debate judges?**  
**(Note: This is in ADDITION to your team's judge quota for the tournament.)** \_\_\_\_\_
  - Can you EXCEED this minimum quota? \_\_\_\_\_ If so, how many? \_\_\_\_\_
2. Will you provide required custodial and security services throughout the tournament by having someone ALWAYS on duty if needed? \_\_\_\_\_
2. Will you have a designated key holder ALWAYS immediately available to unlock doors? \_\_\_\_\_
3. Will you provide staffing for the concession stand and judge lounge? \_\_\_\_\_
4. Can you provide student and/or adult "runners" to assist with posting and other errands as needed by the tab staff? \_\_\_\_\_ If so, approximately how many? \_\_\_\_\_
5. Can you provide student and/or adult "guides" to assist with parking and helping students and judges locate contest rooms? \_\_\_\_\_ If so, approximately how many? \_\_\_\_\_

**PLEASE INCLUDE A MAP OF THE INSIDE AND OUTSIDE OF ALL FACILITIES TO BE USED WHEN RETURNING THIS FORM**



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## TFL State Tournament Requirements

**NON NEGOTIABLE: Internet Access: The host will be required to provide school-wide wi-fi for all students, judges and tab staff and, preferably, networked printers for the TFL tab room staff to use.**

**Speech Contest Rooms: A MINIMUM of 120 rooms suitable for speech competitions, including at least one large room capable of housing about 40 (extemp draw) students. In counting your available rooms, remember not to count any that will not be available for security reasons such as offices or secure labs.**

**Tab Room: One room for tournament headquarters, such as a media center, large enough to hold at least eight large tables with chairs for at least three computer workstations. Computer workstations with internet access in this room are to be provided by the host school. This area must be available all day both Saturday and Sunday.**

**Extra Judges: (NON NEGOTIABLE!) The host school must provide a MINIMUM of ten debate judges. This is IN ADDITION to the team's normal judge quota based on entries. It would be appreciated by the committee if the host can exceed this number. However, the host must at least provide this minimum number of extra judges. **The judges must be UNAFFILIATED with your school and able to judge ANY team, including yours. All host judge names are due to the TFL Chair a MINIMUM of one week prior to the first day of the tournament.****

**Judges must be available the entire tournament. It is to your benefit in the bid process to pledge more than the minimum number. However, you will be held to the number of judges that you pledge. Failure to provide the number of extra judges pledged will result in forfeiture of the stipend paid to the host. Host judges not available for any portion of tournament will incur the same host penalty.**

**Photocopier: Easy access to a reliable, high capacity machine, with paper. Costs associated with copying are to be deducted from fee paid to host school.**

**School Official with Keys: This person must be on call and available throughout the tournament to unlock and relock rooms assigned to the tournament as needed.**

**Judges' Lounge: Capable of seating about seventy-five people. In addition to Friday dinner, Saturday breakfast, and Saturday lunch, light refreshments should be provided in this room throughout the tournament. Judges are to be accommodated with refreshments through conclusion of Final Rounds.**

**Assembly Area: Auditorium type facility for opening and closing assemblies. Tables for display of awards, appropriate lighting and sound are necessary for assemblies.**

**Competitor's Lounge Area:** Cafeteria-type facility where students can assemble between rounds and consume purchased food or snacks. In addition to Friday dinner, Saturday breakfast, and Saturday lunch, light refreshments should be provided in this room for purchase by students. The host school keeps all profits from student concessions.

**Runners:** Six to eight students who will not be competing should be available to run errands and assist the TFL Committee with tab room work, photocopying, and postings. These students should be knowledgeable of basic tournament operations (hopefully have assisted with host school invitational in the past). If necessary, adult runners may be provided in lieu of student runners.

**Stipend and Limitations:** The TFL will pay a stipend to the host school of \$2000, plus \$5.00 per student entry and total judge(s) in attendance. This stipend is to cover tournament costs for all items such as photocopying, tournament staff and judge meals, refreshments, custodial work, and security. Additionally, TFL will waive the host school's student registration fees up to a total not exceeding \$500. TFL's financial responsibility will not exceed the amount of this stipend and fee discount, including any costs for adjacent campuses.

**Damage or Loss:** Problems with recent state tournaments have been relatively minor, and we hope to work with the host school to maximize precautions. Our custom has been to honor legitimate claims when resources permit, but security is ultimately the responsibility of the host school. TFL's resources are limited and we urge host schools to use prudence in locking up particularly valuable items and locking blocks of rooms as events are completed. TFL does not guarantee compensation to the host school beyond the stipend amount noted in this bid form.

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**Upon receipt of bid forms, the TFL Executive Committee will vote and the 2019 TFL State Tournament host school will be notified of acceptance of their bid by December 15, 2018.**

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Questions? Contact Keith Pittman [keith.pittman@acsgmail.net]  
Cell: (828) 273-8986

## TFL STATE CHAMPIONSHIP BID CONTRACT:

We the undersigned have read the requirements for the State Tournament listed in this bid contract. We agree as part of this bid to provide these facilities, supplies and services. We further understand the limitations of funds for categories of cost items as described within this packet.

**In addition to this fully completed bid package and the responses to the questions therein, we are submitting with this packet the required school map(s) of the inside and outside of any facilities being used.**

() If checked here, we are also submitting additional information such as letters from administrators or other materials we feel will support our bid and be helpful to the TFL committee in making its decision. We have listed these materials below:

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School: \_\_\_\_\_

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adjacent School Principal Signature (if necessary): \_\_\_\_\_  
Date: \_\_\_\_\_

**Remember, this entire bid packet with all necessary forms and signatures must be mailed via certified mail and post-marked to be received no later than Monday, October 1, 2018. You may also scan this bid contract and email a clean scan to [keith.pittman@acsgmail.net](mailto:keith.pittman@acsgmail.net) by the same deadline.**

Mail this bid package (by certified US mail, return receipt requested) to:

Keith Pittman / TFL Chairperson, Asheville High School, 419 McDowell St., Asheville, NC 28803

Questions? Contact Keith Pittman [[keith.pittman@acsgmail.net](mailto:keith.pittman@acsgmail.net)] Cell: (828) 273-8986