



Professional Disc Golf Association

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PDGA Major Event Bid Process

Thank you very much for your interest in hosting a PDGA Major Event. We would like to provide you with some guidelines in order for your proposal to be given due consideration.

The PDGA Board of Directors would like to approve proposals at least 36 months in advance of the event. Proposals are accepted at the semiannual Board of Directors Summit. For an updated list of events open for bid please visit www.pdga.com/pdga-major-events. We would like to receive all proposals at least two weeks prior to the Summit, to allow for a thorough review.

In a proposal to host a PDGA Major, the PDGA Board would like to see information on the following topics:

- The host club or organization proposing to host the event, including its type of formal organization (sole proprietorship, non-profit, LLC, corporation, etc.), its basic history and its experience in running PDGA Tour events
- The proposed host course(s) to be used to conduct the event, including details on each course layout including number of permanent vs. temporary holes intended, their length, and previous disc golf events held on the courses,
- The support amenities surrounding the courses, such as pavilions, parking, restrooms, nearby restaurants, gas, stop-and-go type businesses, etc.
- The support of the host community involved with the event, including involvement of the local chamber of commerce, convention and visitor's bureau, the parks and recreation department, etc., support proposed by the host community, including any possible volunteer support, park and/or course maintenance, marketing and publicity support, etc.
- The availability and interest of a key support host hotel for the event, which may need to include availability and number of hotel rooms at the host hotel and surrounding hotels in the vicinity of the host hotel, availability of meeting rooms including a possible great hall, amenities of the host hotel for the guests (pool, exercise room, restaurants nearby, etc.), support proposed by the hotel including compensated hotel rooms based on nights booked, complementary suites for use by host and/or PDGA, etc.
- A basic event organizational structure intended by the host for running the event. This will include the overall lead Tournament Director(s) and their summary disc golf resumes, an Organizational Chart showing the intended support areas to be managed (Course TDs, Publicity, Merchandising, Financial, Sponsorship, Scoring/IT, etc.), the operational TDs planned for each course used, etc.

- A proposed financial budget for the event, including anticipated income streams from entry fees, sponsorship, merchandise sales, food and beverage, and services in kind. This budget should also outline basic expenses expected, including course infrastructure, staff support (including any staff pay intended), event supplies, communications, misc. expenses and proposed payout. A proposed profitability statement should be included, including the profit/loss intended.
- A Publicity and Marketing Plan, identifying how the event will "connect" with the local community, how the event will be publicized and promoted in the local and regional area, any possible or intended ties to local or regional charitable organizations, general plans for obtaining sponsorship including sponsorship levels intended, target sponsors, etc.
- A proposed event schedule, identifying key aspects of the event and the location(s) of same, such as players' meetings, schedule of singles, mixed doubles, field events, planned social events, awards ceremonies, formal players' dinners, etc.

The host organization who is awarded the event will be required to sign an Event Agreement with the PDGA, identifying the responsibilities of the Host and the PDGA. A draft copy of this Event Agreement can be forwarded to proposed hosts upon request. Periodic project and accounting status reports must be submitted to the PDGA when requested leading up to the event. All communication between team members of the host organization leading up to the event must be conducted using a Yahoo Groups account, with PDGA Board members or office staff monitoring the account to assist the host organization.

One or more key staff from the host club are also strongly encouraged to attend the event they are bidding on the year prior to their event to be involved in the event production, and to learn from and experience how the event is run. These are contributing factors to the successful continuity of PDGA Major Events.

The PDGA will typically provide a financial stipend to the host, to help offset costs associated with running the event. One or more PDGA representatives will also be assigned to work with the host club both before and during the event. PDGA Marshals will also be appointed to assist the host with PDGA related and various other responsibilities and with implementation of PDGA Rules of Play.

We realize that these arrangements may seem intimidating. We list them now only because we have found through experience that all of these elements must be in place to insure a quality event for players and a successful venture for the hosts. We at the PDGA are eager to help your team evaluate your capabilities and determine which of the available Major Events might be the best fit for your site. Then, as your bid comes together we will be ready to help you with the detail of particular elements.

Again we thank you for your interest and support of the Professional Disc Golf Association and its Major Events. Please do not hesitate to contact us with any questions you may have in preparing your bid.

Sincerely yours,

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