Bid Specifics for
2024 PDGA
Professional Disc Golf
World Championships
(MPO/FPO ONLY)

** Use this document in tandem with the general bid package for PDGA Majors to develop your proposal to Host this PDGA event**

Bid Submission Deadline: Tuesday, November 1, 2022
Selection Announcement: After December 1, 2022
Send all bids and correspondence via email to:

Mike Downes, PDGA Director of Operations
Tel: 1+ (762) 354-4404
Email: events@pdga.com  Web: www.pdga.com
About PDGA Professional Disc Golf World Championships

This week-long, international competition is limited to qualified professional disc golfers who compete for world championship titles in both the mixed and female open divisions. The expected number of competitors for the event is approximately 288 players.

This championship is for mixed (MPO) and female open (FPO) divisions only.

PDGA major events are your chance to host an international sporting event in your community, draw interest and attention to your city, and to generate economic impact for local businesses.

Snapshot: PDGA Professional Disc Golf World Championships

Time of Year: Negotiable- Due to the increasing number of professional, touring disc golfers, Pro Worlds should align with the typical flow of the Elite Series Tour(s).

Length of Event: 8 days
- Saturday — Mixed doubles
- Sunday — Field events
- Monday — Player’s meeting
- Tuesday — Round 1
- Wednesday — Round 2
- Thursday — Round 3
- Friday — Round 4
- Saturday — Cut to top <40%> of the field for Finals

Number of competitors: Approximately 288 (216 open, 72 female open)
Number of spectators is dependent upon the capacity of each competition venue
Average length of stay: 5 nights
Estimated competitor room nights: 110 +/-
(Event capacity [(# players)/2] x 0.15 = Daily player room block
(Daily room block x 5 days = Total room nights)

In addition to room nights, please consider the time spent and economic spending within the community of all players, staff, media, spectators and volunteers. Also, consider the level of exposure of your community will receive through the various media initiatives associated with the event, such as print, video and social media marketing. Spectators will also book rooms, which is not taken into account in the above calculations.
Expected Schedule of Events

Mixed Doubles
Schedule: Held on Saturday prior to worlds week (negotiable)
- single course for both rounds

HOST provides one course-knowledgeable staffer on site to act as Assistant TD
HOST maintains water stations and restrooms on courses
HOST provides trophies (distribution guidance will be provided)

PDGA provides doubles management, marshals, PDGA branding and scorecards (as required)
PDGA provides payout to players via electronic distribution (PayPal or similar)

Field Events
Schedule: Held on Sunday prior to worlds week (11am-3pm, negotiable)

HOST arranges for a single venue to fit all field events, tents, vendors
HOST arranges for availability of concessions for participants
HOST provides 8-10 staffers to help at Field Events
HOST provides and maintains water stations (minimum of 1/Event)
HOST provides and maintains restrooms
HOST provides trophies (distribution document will be provided)

PDGA provides field events management, marshals, and all required paperwork
PDGA provides lunch for all volunteers and staffers
PDGA provides payout to players via electronic distribution (PayPal or similar)

Player Check-In
Schedule: Held on Sunday and/or Monday from 10am-4pm (flexible, based on registration)

HOST provides required number of staffers to handle player pack distribution

PDGA provides check-in lists and additional check-in staff, as required

Mandatory Player Meeting (Opening Ceremony)
Schedule: Held on Monday evening at 7pm (generally runs 1 hour)

HOST arranges venue
HOST arranges for guest speaker (local dignitary)

PDGA will provide agenda
PDGA will provide content and speakers
**Fly-Mart, Player Party, other evening events**
Schedule: The fly-mart should be held in conjunction with the final round, where spectators are most likely to attend. Of course, vending opportunities for spectators can be made available all week. Other evening social events should be scheduled as seen fit.

HOST arranges all venues, vendors, etc.
Note: Age-appropriate arrangements should be made for underage participants.

**Singles Competition**

Schedule:
- Singles preliminary rounds are held Tuesday through Friday
- One 18 hole round each day on each course
- Final round will be on Saturday
  - Only top <40%> of field will play final round
- Awards ceremony will immediately follow the final round

* Courses to be vetted by PDGA and assigned to appropriate divisions. 144 players per course, with MPO being split to create 2 pools

+ Field size is an approximation ONLY. Actual field size will be determined by the total number of registered players, not to exceed 288 unless otherwise approved by PDGA.
Major Events History

The PDGA has conducted its Professional World Championship events in:

<table>
<thead>
<tr>
<th>Year</th>
<th>City</th>
<th>State</th>
<th>Players</th>
</tr>
</thead>
<tbody>
<tr>
<td>1982</td>
<td>Irvine</td>
<td>CA</td>
<td>75</td>
</tr>
<tr>
<td>1983</td>
<td>Huntsville</td>
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<td>148</td>
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<tr>
<td>1984</td>
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<tr>
<td>1985</td>
<td>Tulsa</td>
<td>OK</td>
<td>261</td>
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<tr>
<td>1986</td>
<td>Charlotte</td>
<td>NC</td>
<td>215</td>
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<tr>
<td>1987</td>
<td>Toronto</td>
<td>ON</td>
<td>202</td>
</tr>
<tr>
<td>1988</td>
<td>Cincinnati</td>
<td>OH</td>
<td>282</td>
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<td>1989</td>
<td>Waterloo</td>
<td>IA</td>
<td>226</td>
</tr>
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<td>1990</td>
<td>Phoenix</td>
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<tr>
<td>1991</td>
<td>Dayton</td>
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<td>1993</td>
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<td>AL</td>
<td>260</td>
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<td>1994</td>
<td>Port Arthur</td>
<td>TX</td>
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<tr>
<td>1995</td>
<td>Port Arthur</td>
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<tr>
<td>1996</td>
<td>South Bend</td>
<td>IN</td>
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<td>Augusta</td>
<td>GA</td>
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<td>2007</td>
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<td>2011</td>
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<tr>
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<td>OR</td>
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<td>2015</td>
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<td>PA</td>
<td>405</td>
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<tr>
<td>2016</td>
<td>Emporia</td>
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<tr>
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<td>IL</td>
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<tr>
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<td>UT</td>
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</tr>
<tr>
<td>2022</td>
<td>Emporia</td>
<td>KS</td>
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</table>

*First year to break out age-based divisions, hosting only one open and one female division. Therefore, all years prior to 2017 show attendance numbers of ALL professional players, including age-based divisions.
## Sample Base Schedule

### 2022 PDGA Pro Worlds Tentative Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Fri 8/26</th>
<th>Sat 8/27</th>
<th>Sun 8/28</th>
<th>Mon 8/29</th>
<th>Tue 8/30</th>
<th>Wed 8/31</th>
<th>Thu 9/1</th>
<th>Fri 9/2</th>
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<td></td>
<td>Course</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tee Times 8 AM</td>
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</tr>
<tr>
<td>EVENTS/COURSES</td>
<td>Doubles Player Meeting @ Emporia State University</td>
<td>Mixed Doubles on Supreme 18 @ Jones Park (Two Rounds)</td>
<td>Field Events @ Emporia State University</td>
<td>Supreme 18 @ Jones Park</td>
<td>Emporia Country Club</td>
<td>A Pool</td>
<td>C Pool</td>
<td>B Pool</td>
<td>A Pool</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Player Meeting @ Granada Theatre</td>
<td>7pm</td>
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<td></td>
<td></td>
<td>Player Check-in @ Dynamic Discs Headquarters (840 Overlander Rd)</td>
<td>9am-5pm</td>
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<td></td>
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<td></td>
<td>Evening Activities</td>
<td>Eagle's Wings Chapel</td>
<td>Block Party, Fly Mart, Live Music @ Downtown Emporia</td>
<td>Awards @ ECC</td>
<td>Music Festival Downtown</td>
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<td></td>
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<td></td>
<td>Evening Activities</td>
<td>Eagles Wings Chapel</td>
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</tr>
</tbody>
</table>

**Block Party, Fly Mart, Live Music @ Downtown Emporia**

**Awards @ ECC**

**Music Festival Downtown**
HOST/PDGA RESPONSIBILITIES (will be finalized in event contract upon award of the event)

PDGA RESPONSIBILITIES (NOT LIMITED TO THOSE BELOW)

Initial Planning
The PDGA will convene an initial conference call planning session with the HOST and provide a planning package that includes planning and registration milestones and dates for specific HOST deliverables.

Finance
- Manage registration related finances and coordinate with HOST for distribution of funds as needed.
- Provide HOST with financial reference reports from previous similar PDGA events.
- Coordinate with HOST on event budget.
- Provide PDGA sanctioning free of charge.
- Provide HOST with registration finance summaries upon request.
- As part of the registration costs, PDGA will charge an additional $25 on top of the NET entry fee. This is broken down as a $10/player admin fee due to the Host, a $10/player non-refundable registration fee due to PDGA, and a $5/player ace pot fee. Therefore, HOST will receive $10 from each registered player. This is meant to offset the cost of course/facility reservation fees, restroom rentals, etc.
- Manage payout of Pro Worlds and add 25% of net entry fees as added cash for a minimum Pro Payout of at least 125% of Net Entry Fees. On top of that 25%, any additional added cash from the HOST, realized through event sponsorship, spectator fees, etc. will be considered by PDGA. An increased added cash amount will be a collaborative effort between PDGA and HOST, if desired and pending PDGA approval.
- Provide all appropriate tax information related to the Event to participants (completed 1099 forms for all winners of cash prizes equal to or greater than $600 USD) and to Federal, State, and Local governmental agencies as required by law.
- Assist HOST with event hotel negotiations, as required (PDGA Director of Operations).
- PDGA and HOST agree to open communication regarding spectator ticket sales, and revenue thereof.

Registration
- Determine player eligibility and qualification.
- Manage the invitation and registration of qualified players, including waitlist procedures.
- Provide HOST with detailed registration planning package which identifies administrative tasks.

Staffing
- Provide management staff for both the field events and doubles competitions.
- Assist with player check-in, as necessary.
- Provide at least two (2) PDGA representatives (Director of Competition and Director of Marketing) as core staff advisors amidst planning stages, although several PDGA Staff members will be present for various duties throughout event.
- Provide and compensate PDGA competition marshals to support the Event.
- Assist HOST in event staffing through the referral of PDGA TD’s and officials from other regions.
- Manage main event scoring as well as tee times, including posting of results at PDGA.com.
- Provide staff to manage PDGA Membership and Merchandise tent in vendor area. HOST is to reserve space for at least one 10x10 booth for PDGA vending.
Competition
- Provide the approved rules governing the competition and approve the final event-specific ground rules and waivers as proposed and in coordination with the HOST.
- Conduct site review to inspect and approve the playing courses and event venues as proposed by HOST.
- Provide to HOST a competition schedule using established formats and guidelines. This document will need feedback from HOST and PDGA once on-site course inspections have been performed.
- Approve and publish the final competition schedule prior to the start of the Event.
- Approve the field events and doubles venues as proposed by HOST.
- The use of PDGA Digital Scorecard is required.
- Digital posting of results is required.
- Provide trophy standards document to HOST in accordance with PDGA Tour standards and approve the final payout tables and trophies as proposed by HOST.
- PDGA representatives will also act as marshals during event.
- PDGA trailer(s) and assets will be present for PDGA branding and tournament support.

Sponsorship
- Provide HOST with space for a full-page pre-event ad in “DiscGolfer” magazine (Spring or Summer issue), or an alternative PDGA marketing platform.
- With HOST, coordinate and assist with sponsorship development (Director of Marketing and/or Director of Competition).
- With HOST, assist with event publicity, including publication of regular event press releases (Director of Marketing).
- Placement of the Event information on the PDGA web site on a dedicated Worlds page(s). HOST may create a website if desired, but it is imperative that any authoritative data be presented at the PDGA site, rather than duplicated, in order to mitigate the release of inconsistent information.
- Provide insurance coverage in compliance with the PDGA Event policy. COI can be provided upon request, at no charge to the HOST. HOST must submit all insurance requests to PDGA no later than 1 week prior to the event, although 1 month prior is preferred.
- Be added as a co-signer for local agreements/contracts as may be required.

Media
- All video, audio, and photographic rights of the event are retained by the PDGA. Use of any sounds or images derived from the event must be authorized by written consent of the PDGA.
- All sponsorship packages that include media must be preapproved by the PDGA.
- ALL media partnerships must adhere to PDGA media policy.
- PDGA media may provide templates for caddie books and tee signs at PDGA Majors. All on-course and ancillary event branding must be approved by PDGA media.
- PDGA media will conduct regular check-ins with the LOC to ensure adequate media and branding operations.
- Please contact the PDGA media team for further media policy details.

** The principal PDGA contacts with the HOST are to be the PDGA Director of Competition and PDGA Director of Marketing, who may in turn delegate specific areas of responsibility to other PDGA officials.
ARTICLE 4: HOST RESPONSIBILITIES (NOT LIMITED TO THOSE BELOW)

Since the PDGA Professional Disc Golf World Championships are designed to present tournament disc golf in its most professional and competitive form, the following HOST RESPONSIBILITIES are outlined. As such, the Tournament Director and LOC should review this portion of the agreement carefully and evaluate resources objectively.

Initial Planning
The host is responsible for meeting the milestones and dates for HOST deliverables as detailed in the registration planning package provided by the PDGA in the initial planning conference call.

Finance
- In conjunction with PDGA guidelines, HOST is to provide a final budget no later than 2 months following the Event. This budget is to include the following areas at a minimum:
  - Income from entries, including entry fees and projected attendance
  - Sponsorship income, in cash and in kind
  - Merchandise sales
  - Spectator ticket sales
  - Other income
  - Facilities expenses, including host hotel
  - Staffing expenses
  - Player package expenses (if any)
  - Merchandise cost of goods sold
  - Ancillary event expenses, including related taxes
  - Printing or signage expenses
  - Communication and marketing expenses
  - Trophy expenses
  - Other expenses (detailed)
- Develop event merchandise and coordinate merchandise sales.
- Present plans for any unprecedented income sources for PDGA approval. Be sure to adhere to PDGA sponsorship and advertising policy.
- With the PDGA (who manages registration-related finances), manage all financial aspects of running the Event.
- PDGA and HOST agree to open communication regarding spectator ticket sales, and revenue thereof.
- If there is a net profit to the Event, as part of the Event costs, the HOST may include an event management fee in their budget. If there is a net loss to the Event exclusive of an event management fee, there is no event management fee consideration due to the HOST.
- When post-event accounts are complete, the HOST and PDGA agree that the profits from the event will be assumed by the HOST. HOST and PDGA also agree that losses are the sole responsibility of the HOST.

Registration
- In coordination with PDGA staff, execute process items as identified within registration planning package documents.

Staffing
- Manage player check-in.
- Provide enough staff to distribute player materials (i.e. credentials) during player check-in.
• Provide the minimum required event staff as follows: tournament director, assistant tournament director, course maintenance manager, financial manager, volunteer manager, spectator/ticketing manager, crowd control manager, and a sponsor/media relations manager. Additional staff must be provided for:
  o Doubles competition (assistant tournament director, water, scoring, spotters as required by course design, spectator management)
  o Field events (8-10 staff members plus spectator management)
  o Ancillary events as required
  o Spotters as required by course design
  o Crowd control
  o Live scorekeeping (40-50 volunteers)
  o Starter for each course. This volunteer should be a current PDGA member, a certified official, and well versed in the rules and procedures of the competition, as players often have questions before they tee off.

Competition
• In conjunction with PDGA guidelines, provide suitable venues for doubles competition, field events, as well as any other ancillary activities (see bid guidelines). The Player Meeting and Awards Ceremony are mandatory functions, and MUST be held at a PDGA Major.
• As per the Field Events Guidelines document, HOST is to provide baskets for the putting competition, and mini baskets for the mini golf competition (if applicable), at Field Events.
• In conjunction with PDGA course design guidelines (www.pdga.com/documents/pdga-course-design-guidelines), provide appropriate courses for play subject to PDGA review and approval. On any individual disc golf course, all catching devices shall be PDGA approved, shall be of championship caliber, and shall be uniform in type and style. In addition, all catching devices should be re-verified by HOST as meeting PDGA technical standards. (www.pdga.com/documents/pdga-technical-standards-manufacturers-guidelines, section II(B)).
• The course layouts for the tournament, including first round target placements, out-of-bounds areas, teeing areas, spectator areas, and paths to the next holes should be sufficiently marked no later than 96 hours (4 days) before the start or first tee-time of the first round of the singles event as per PDGA Tour Standards. All temporary tee and pin locations must be marked on course and noted with consistency in the caddie book. All course assets must be set at this time as well.
• All courses must also be closed to the public during tournament play, to include practice rounds. Any multi-use areas including, but not limited to, sidewalks, trails, picnic areas, playgrounds, pavilions, and shelters must be closed to the public.
• Rules governing special conditions along with any waivers are to be submitted to the PDGA Director of Event Support no less than 30 days prior to the start of the event for review.
• Course and ground rules information (caddie book) should be available on EVENT and PDGA websites at least one week prior to the start of the event. Course and ground rules MUST be vetted by PDGA prior to publication.
• Tee signs should be posted on all holes of the event to indicate the hole number, par, and distance (in feet and meters) at least. Disc flight paths, next tees, and a tournament/hole sponsor can be included, if applicable.
• Players must be provided with a parking area separate from that of other event participants, to include Staff and spectators.
• All courses are required to have non-earthen tee pads located at or above ground level. Tee pads on
each course must be of a consistent type, unless otherwise approved by PDGA.

- All OB and drop zone areas are required to be marked in a consistent manner. All OB and drop zone areas are recommended to be marked with WHITE paint or flags, as it is the easiest color to see by those who are color-blind.
- 10M and 20M circles must be marked, and must be consistent across all courses used in competition.
- Produce course-specific scorecards as backup to digital scoring.
- Tee times must be set at a minimum of 10-minute intervals. (PDGA will manage tee times and scoring procedures). Tee times should be developed with coordination between PDGA and DGN. PDGA has final call.
- Provide information regarding all local emergency contacts at each course to each course TD and marshal. It is recommended that this information be supplied to all competitors as well.
- Provide water for players at each course. Required to have at least 30 total gallons evenly dispersed throughout the course at the start of each round, to be regularly maintained during each round.
- Each course must have restrooms available to all event participants, and should be accessible on the courses every 5-6 holes. Recommended to provide separate restrooms for players, staff, and spectators. PDGA may request to review contracts with vendors, as necessary.
- Recommended to make available food vendors or concessions for event participants at each venue throughout competition, including doubles and field events.

Sponsorship

- Create and submit event ad to “DiscGolfer” magazine or an alternative PDGA marketing platform, pending PDGA review and approval. PDGA assistance available at no charge upon request.
- Produce an event program, which should contain a modest balance of content and advertising space (caddie book). This can be digitalized in order to reduce waste, per PDGA Throw Green initiative.
- It is recommended that a spectator guide (or App) be created, so that visitors to the event have a general idea of etiquette, best practices, and areas to view the competition.
- All event graphic design is subject to PDGA review and approval (event logo and beyond MUST be approved by PDGA no less than 180 days from the start of the event).
- Coordinate the solicitation and management of event sponsors. PDGA Director of Marketing and/or Director of Competition will assist, if necessary.
- Work with PDGA on coordination and placement of Event, PDGA, and sponsor signage.

Media

- MUST coordinate with the PDGA media team at least 180 days from start of event to identify, plan, and execute all media initiatives, including the development of an event logo and branding to be approved by the PDGA media team.
- All video, audio, and photographic rights of the event are retained by the PDGA. Use of any sounds or images derived from the event must be authorized by written consent of the PDGA.
- All sponsorship packages that include media must be preapproved by the PDGA.
- Presenting sponsor to receive first right of refusal for coverage sponsorship and advertising packages up to 60 days from the start of the event. For MPO/FPO Majors, refer to the DGPT media policy.
- Event logos minimum standards and deadlines will be established through PDGA media regular check-ins. All event branding must be approved by PDGA. Anticipate six months minimum lead time for development of the event logo.
- Any feature cards must be developed with HOST, PDGA, and DGN in concert.
- At least one dedicated volunteer required at starting table of each course used to assist with digital scorekeeper recruitment, as necessary.
● Provide dedicated media workspace with power, internet access, and shelter from elements required at tournament central or otherwise convenient location.
● It is requested that media teams be included in any hospitality considerations during the event.
● Please contact the PDGA media team for further Media policy and event branding details.
● All media partnerships to be contracted by PDGA media team, or by the DGPT team for FPO/MPO majors. Please note- 2024 PDGA media policy will be made available to Host upon finalization.

Other
● Ensure that all Event sub-contractors and providers of facilities to the Event have third party public liability insurance on behalf of HOST and PDGA to cover all potential claims for negligence, injury, or damage because of the failure of such facilities at the Event. PDGA may request to review contracts with vendors, as necessary.
● Provide the necessary required insurance information (otherwise insured, etc.) to PDGA Office Manager no later than one month before the event.
● Follow the terms set forth in the PDGA sanctioning agreement, except when those conflict with the items contained within this document.
● In coordination with the PDGA Director of Operations, secure appropriate and enough player and staff housing. Spectator hospitality should be considered as well.
● Procure event trophies as outlined by the PDGA.
● In conjunction with PDGA guidelines, work with PDGA staff to produce a proposed schedule of ancillary events.
● Schedule, manage, and provide rooms or other appropriate space for the player meeting, flymart (as required), awards ceremony, and any other scheduled ancillary events.
● Schedule, manage, and provide a furnished room (tables and office chairs) of a minimum of 500 sq. ft. with adequate air conditioning, electrical service and broadband internet access for dedicated use as the PDGA event operations and media office.
● HOST is to reserve space for at least one 10x10 booth for PDGA vending.
● Provide PDGA with a comprehensive evaluation of the Event, including problem areas and suggestions for improvement.
● Additional tasks as discussed in the 2024 Pro Worlds Bid Guidelines. HOST is beholden to the commitments made in the original bid submission, unless otherwise agreed upon by PDGA.

**Many of such PDGA and HOST responsibilities are to be done through cooperation between PDGA and the HOST. The event timeline requires consistent communication and collaboration between the two parties, as many responsibilities are interrelated.
VENUE REQUIREMENTS

Courses

The main competition venues must have at a minimum:

- 18-hole championship caliber disc golf course reserved by the LOC
- Minimum parking (on site or off site) for 1,000+ cars (for Staff, players, media, and spectators)
- Restroom building(s) and port-a-johns located throughout the course
- Covered pavilion(s) or building reserved by the LOC for tournament headquarters
- 50,000 sq. feet of green space for spectator and vendor village
- Minimum cellular data requirements

Courses used in competition must be set up in tournament configuration no later than 4 days (96 hours) before the start of the singles competition.

Hotel

One local hotel should be designated as the host hotel. The host hotel needs to have enough rooms to comfortably accommodate most athletes, officials, and staff. Additional accommodations for spectators should be identified and promoted.

Additional Meeting Venues

500 sq. ft. (min) room with high-speed internet access for PDGA event office (6 days-Mon-Sat)

Registration, welcome & check-in area (1000 sq. ft. (min.) room for 3 days – Sat, Sun, Mon)

Player meeting – Seating for 400-500, podium w/ PA system and visual aid equipment
Vendor marketplace (flymart) – Exhibit area for fifty 10’x10’ booths, power at finals location
Awards & closing ceremonies – Immediately following finals at finals location

Field events requirements: Public park, athletic facility or other area w/ suitable parking/amenities for 300 competitors including a mix of athletic fields, green space with trees, rolling terrain, open areas. PDGA will provide field events guide & procedures. All field events should take place at same venue.

- Long drive – Open flat area approximately 250’ wide x 800’ long
- Putting - Diverse terrain, mostly open, approximately ½-1 acres
- E.D.G.E. Skillshot – Diverse terrain, mostly open, approximately 3-5 acres