Taking Your Event to the Next Level & RFP Events

- **How to take your event to the next level** (use “Good Event to GREAT event) handout for guidance).

- **RFP Events- what are they?**
  - PDGA Majors (USWDGC, US Masters, all Worlds events)
  - PDGA National Tour Events
  - Disc Golf Pro Tour Events

- **So why bid on a PDGA NT/Major Event?**
  PDGA Premier Events are your chance to host an international sporting event in your community, drawing interest and attention to your city, local Club and courses, and generating economic impact for local businesses and the community.

- **Expectations and Guiding Principles**

  A PDGA Major Championship event does not just take place on the course. All aspects of the event must be well-planned and well-executed, down to the smallest details. The PDGA suggests following these 3 basic principles as your guide when preparing your bid, and then incorporate them into your planning:

  **World-Class Competition, World-Class Event Services** When creating your bid, please ensure that you are prioritizing the needs and expectations of competitors on and off the course over anything else. Off the field, all services should go smoothly for the competitors, so they don't have to worry about anything except their competition. For example, catering services should serve food that is geared towards athletes competing at the highest levels while addressing cultural differences and expectations as well as other dietary needs and restrictions. Event transportation should be on time and sufficient. Hotels should be quiet, clean, and conveniently located.
The principle of putting the athletes first and delivering a world-class event should be incorporated into all plans and decisions.

**Professionalism at All Levels** Each planning area should be respectful, well-thought out, and given careful consideration. This is important to consider when selecting staff and key volunteers. For each area, choose people that are trained and experienced. In some cases, it is better to partner with existing companies or agencies that are experts in certain areas to help ensure smooth and successful operations. When planning your tournament, please also remember the message and impression you are giving to others: spectators, sponsors, fans and future fans, city officials, convention bureau management or any groups that are involved, interested or in attendance. From player check-in to the Awards Ceremony, please think through all areas, and ensure that they are planned with dignity, respect, knowledge, professionalism and enthusiasm.

**Value** Disc golf competitors are, for the most part, fully funded through their own contributions. With airfare, tournament fees, lodging, and meals, the cost of attending an event can be quite expensive. PDGA and LOC will work to ensure that they receive quality services, as well as quality competition, throughout their PDGA Major experience so they see good value for their investment.

**Timeline- When can I bid on these events?**

**PDGA Major** bid packages are released on or as close to July 1. Deadline is November 1. These bid packages can be found at the bottom of the Majors page at pdga.com, and are to be submitted to PDGA Director of Operations, Mike Downes. *(EXTENSIVE)*

**National Tour** events can be proposed at any time by contacting the PDGA Tour Manager. He will provide a form, similar to the A Tier request form, that you can fill out and return. The decision of the events that will make up the following year’s NT is typically made around mid-August. *(MORE BASIC INFO)*
For DGPT events, you will want to contact Steve Dodge. Although we work closely with the DGPT amidst the Tour Scheduling process, we do not govern the events that comprise the Tour.

- **Who Can Bid on These Events?**
  In order to submit a bid, the listed Tournament Director (TD) and Assistant must be:
  - A current PDGA member in good standing
  - A current PDGA rules official
  - Up-to-date with all past tournament payments and reporting
  - Vast experience in hosting large PDGA-sanctioned events (A Tier and above)

  The final bid should include a letter of endorsement and/or support from the PDGA state coordinator of the state in which the event is to be hosted. The state coordinator does not necessarily have to be directly involved with the planning of the event, but it is preferred that they support your intentions.

  The final bid should include a letter of endorsement and/or support from the local convention and visitor’s bureau, or sports commission in the city or cities in which the event will be hosted, pledging their support for the event. In many cases, the CVB is more than willing to offer additional assistance in the form of funding, PR and Marketing support, volunteer assistance, offsetting park entry fees, etc. It can also include letters from any local dignitaries who are in support of the event.

  The final bid should include a letter of endorsement and/or support from the parks department, or venue owners of the disc golf courses on which the event will be played.

- **General Process**
  The first thing you want to do after deciding to bid on a PDGA Premier event is contact all those who will comprise your organizing committee.
You will want to communicate with your local CVB or Sports Authority, as mentioned prior, to explore the myriad benefits they can offer. It is extremely important to garner the blessing of your State Coordinator, if only for the purposes of overall support and scheduling. Lastly, work with the local disc golf club that manages the courses you plan to use (if you aren’t already), so that they can assist in preparing the courses for pre-event site visits from PDGA Staff, as well as the execution of the event.

Next, you will want to reference the appropriate documents when preparing your bid. All PDGA Major bid packages can be found at pdga.com/Majors, at the bottom of the page. You will need two documents; the general bid file which contains all generic bid information, and then the document that is particular to the event you plan to run. This will contain all the important pieces of specific info that will need to be addressed within your bid.

Once you have completed all aspects of the bid package, it is time to submit. All bid materials, including any supporting information, should be sent to me at events@pdga.com (all over the bid docs if you need to reference again). The deadline for submission is November 1.

- **Review and Award Process**

Our Staff will take close to a month to review all bids before producing a condensed file for the PDGA Board of Directors to discuss. In this file, there is a brief synapse of each proposal, and a recommendation for award, based on the findings of our Staff amidst the review.

During Staff reviews, each bidder will be asked to answer a series of general questions, which will soon be followed by more questions that are specific to the proposal. We ask each bidder to be as candid and honest as possible, while providing ample detail to give us a clear picture of the expectations for the event. What we put the bid and answers to those questions up
against is possibly the most important tool we have in this process; the bid scorecard.

<SHOW EXAMPLE>

Here, you can see the many aspects of an event, and how we value them when reviewing each proposal. Obviously, some things are more important than others, which is why each specific category is weighted by points. When these points earned are totaled, the proposal ends up with a “score” which serves as a quantifier to compare to other bids. Shoot me an email if you would like to see a copy of this bid scorecard.

Once the BoD has made their decision, it is time for our Staff to contact each Bidder to make them aware of the decision. Only after we have spoken to each Bidder do we make the announcement of the winners on the PDGA website. At that time, we work with each future event Host to determine the best and most appropriate dates for the event.