
PROPOSAL CHECKLIST

LOUISIANA HIGH SCHOOL ATHLETIC ASSOCIATION STATE CHAMPIONSHIPS

THIS FORM MUST BE COMPLETED OR PROPOSAL MAY BE DEEMED INCOMPLETE

Name of Facility _____	Number of Spectator Seats _____
Host Organization _____	Primary Contact Person _____
Will you be seeking local sponsorship(s)? ___ If yes, list potential sponsors _____	
Will the Host provide insurance certificate as required in specs? ___ if no, explain: _____	
Does the Host acknowledge LHSAA's ownership of property and media rights to the event? _____	
Describe financial share proposed for LHSAA: _____	
Proposed Parking fee per vehicle \$ _____	
Name of Host Hotel _____	
Number of Complimentary room nights for LHSAA _____; LHSAA room rate for non-comp room's _____	

1. Place a checkmark by every item that is included in your proposal below:

Planning & Operational Items

- ___ Signed "Proposal to Host" sheet (form provided)
- ___ Agreement to Terms & Conditions (form provided)
- ___ Proposed Competitive Venue Information (form provided)
- ___ Host Organization Key Contacts (form provided)
- ___ Letter from facility management/owner confirming dates and willingness to abide by specs
- ___ Plans for hospitality are described
- ___ Plans for food and beverage concessions are described, including ban on sale of alcohol and tobacco
- ___ Narrative explaining relationship between host, local sports commission and convention/visitor bureau
- ___ Description of experience hosting similar events
- ___ Brief resume of event manager
- ___ Affirmation of solid volunteer base and source
- ___ Plans to promote the event
- ___ Names of law enforcement agency and provider of medical staff for event

Facility Items:

- ___ Facility description is provided and required facility spaces in specs are addressed or alternative offered
- ___ List of all facility signage under contract to display is provided
- ___ Diagram of facility showing seating, entrances, pools, team and officials dressing rooms
- ___ Map showing location of facility
- ___ Digital images of the facility and all areas required in the specs
- ___ Diagram of parking
- ___ Security and evacuation plan

Lodging Items:

- ___ Host Hotel information as required in specs (brochure, distance, rates, block deadlines, contact info)
- ___ Map showing hotels located in 10 to 20 mile radius
- ___ List of hotels for teams/spectators
- ___ Other events taking place within the community during dates of this event that may impact lodging

2. Form completed by: _____ / _____ / _____
Print Name Signature Date Signed