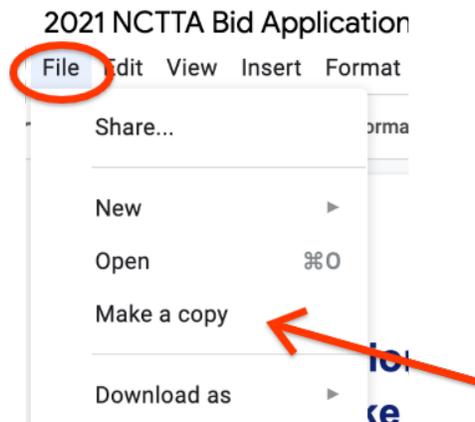


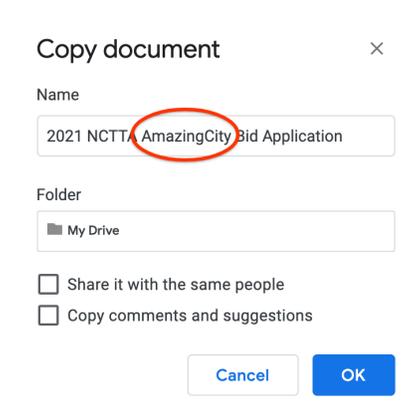
## Instructions

### How to modify and submit this document:

1) Make a copy: File -> Make a copy



a) Give your new file a descriptive name



2) Make your edits in the new file

3) Share it with [president@nctta.org](mailto:president@nctta.org) &  
[vicepresident@nctta.org](mailto:vicepresident@nctta.org)



## 2027 College Table Tennis National Championships

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### Bid Application

Table tennis is the most popular sport in the world by participation. The College Table Tennis National Championships features the sport that everyone has at one point played and loved, played here at the highest level. The College Table Tennis National Championships is one of the premier table tennis events in North America, featuring 40 of the best college table tennis teams in the United States and Canada. The event features a myriad of different men and women, student-athletes from diverse backgrounds, with Olympians and Olympic hopefuls among them.

The College Table Tennis Championships are your chance to bring a national sporting event to your community, drawing interest and attention to your city, and generating economic impact for local businesses. The Championships encompass five different singles, doubles, and team events, held over 5 days each year, on a weekend in April.

### About NCTTA

The National Collegiate Table Tennis Association (NCTTA) is a non-profit organization established exclusively for organizing the sport of table tennis at the college level. As the national governing body for college table tennis in the United States and Canada, NCTTA organizes intercollegiate competitions throughout North America. For more information visit: [www.nctta.org](http://www.nctta.org).

### Bid Information Snapshot

**Time of Year:** Early April, preferably first two weekends (Easter weekend is not preferred)

**Length of Event:** 5 days, Wed. to Sunday (2 set-up day, 1 practice day, 3 days of competition)

**Number of Teams:** 40 teams; 4 to 8 players per team, plus coaches/chaperones

**Number of Participants:** Approximately 300

**Number of Online Spectators:** 2,000 during competition, >50,000 views for playback within 6 months

**Average Length of Stay:** 3-4 nights per team

**Room Nights:** 300-400

**Room Rate:** Under \$120.00/night preferred

**Bid Deadline:** January 30, 2026 (subject to change at the discretion of the NCTTA).

Submit the completed application via email to both [president@nctta.org](mailto:president@nctta.org) and [vicepresident@nctta.org](mailto:vicepresident@nctta.org).

By completing this application, you, the bidder, agree that the information included in your bid is accurate to the best of your knowledge and that you are willing to work closely with NCTTA putting forth the necessary amount of effort to make the Championships a successful event, including all facets of planning, preparation, and execution of the event.

Please provide the information requested in each section below.

## Host Organization

HO01	Name of the host organization	
HO02	Name of city/state	
HO03	Name of the primary person and four secondary persons responsible for the Championships planning. For each member of the organizing committee, list experience and credentials in running local, regional, and/or national events.	
HO04	Name of an authorized signer of a host contract with NCTTA if your bid is selected.	
HO05	List any supporting organizations and their primary and secondary persons.	
HO06	List 3 other events your organization has hosted in the past.	

## Competition Venue

The competition venue must be a gym, sports center, or other facility reserved by the host organization. Competition space must have wood floors, rubberized athletic flooring, or another flooring surface suitable for athletic competition. Bare concrete or carpet will NOT be considered unless there is a plan in place to bring in wood or rubberized athletic flooring for the duration of the competition. The venue must be able to accommodate:

- A minimum of 20 competition courts 46' x 23' in size.
- Space for aisles and team benches at each court.
- A minimum of 12 practice courts 30' x 15' in size.

A typical venue would encompass 40,000 to 50,000 square feet of competition and practice space, plus additional space for spectators, officials, sponsor/vendor booths, competition control area, meeting rooms, etc. *Eight basketball courts* would be an example of the minimum requirement

In addition, fenestration or glare is a huge detriment to any Table Tennis tournament so all exterior windows need to be covered at the expense of the host.

We would require access to a facility for the following times:

- Wednesday (Move in/set up): 8am to 10pm
- Thursday (Set up): 8am to 10pm
- Friday (Competition): 7:30am to 11pm
- Saturday (Competition): 7:30am to 8pm
- Sunday (Competition): 7:30am to 5pm
- Sunday (Teardown): until 11pm
- Monday (if needed): until noon

CV01	Please attach electronically four photos of the venue from different angles <b>at the end of this document.</b>	
CV02	What is the name and address of the Competition Facility?	
CV03	Please attach a venue floor plan/diagram indicating key areas and <b>DIMENSIONS</b> of the competition venue at the end of this document.	

CV04	Describe the flooring surface in the competition space.	
CV05	What is the light intensity in the competition space (in lux or foot-candles)?	
CV06	Are there any windows visible within the vicinity of the competition space? If so, can the windows need to be covered to block natural light at the cost of host.	
CV07	What is the height of the ceiling over the competition space?	
CV08	Number of restrooms in the vicinity of the playing area. Are the restrooms ADA-accessible?	
CV10	Is there space available for sponsor/vendor booths near the competition area? If so, how much?	
CV11	Are there locker rooms in the venue? If so, how many?	
CV12	Please describe the public address system/sound system in the venue.	
CV13	What kind of seating is available for spectators? Are there bleachers? (Bleachers are preferred) Moveable seating? How many spectators can be accommodated?	
CV14	Does the venue have a controlled entrance point for admission purposes?	
CV15	Is parking at the venue free? If not, what are the parking rates?	

CV16	Is there a concession stand or restaurant available in the facility? Are there restaurants within walking distance of the facility? Can outside food be brought into the facility?	
CV17	Are there extra rooms/meeting rooms available at the venue?	
CV18	Are there hospitality/lounge areas available?	
CV19	Is Internet access available in the venue? What is the upload and download bandwidth?	
CV20	Are janitorial services available throughout the Championships weekend?	
CV21	Does the facility/venue employ personnel who are CPR and First Aid certified that we can utilize during the event? If so, how much?	
CV22	Can the host organization secure the venue with the contract?	

**Hotel:**

We prefer to use a Tournament Staff hotel and a Student athlete hotel. The host hotels need to have enough rooms to accommodate all athletes, coaches, staff, and out-of-town volunteers in addition to being able to provide meeting rooms for coaches, officials, and space for team registration. NCTTA will sign a contract with the hotels that the host organization advises.

Please note that you are required to contact Shelly Huang of Helms Briscoe to get additional information on the specific hotel requirements. Shelly can be reached at 361-425-8711 or shuang@helmsbriscoe.com. She can send you a document detailing the NCTTA’s hotel requirements. All hotel proposals will need to be sent through the Helms Briscoe’s Event system for Shelly and the NCTTA’s review. Shelly will also be your point of contact regarding any hotel questions and discussions. Please note that the NCTTA is aware of the 10% placement fee that the hotel pays to Helms Briscoe.

Please attach any additional information at the end of this document.

## Banquet/Meeting Space

A Championships banquet is expected for the athletes, coaches, officials, volunteers, and any designated dignitaries. The banquet is typically held on Saturday evening of the Championships weekend. The seating capacity should be 350 people. Alcohol cannot be served at the banquet. Any leads or suggestions are encouraged. A banquet facility attached or affiliated with the hotel is preferred. However bids with banquet facilities in close proximity to the host hotel are accepted.

## Transportation

Please provide transportation information for the surrounding area (airports, highways, train stations, public transit, etc.). Transportation is expected between the airport(s) and the host hotel, and between the host hotel and the competition venue.

NCTTA will look favorably on a bid where the hotel is close to or within walking distance from the competition venue.

Please provide vendors for transportation:		
T01	Between airport(s) and hotel (on travel days)	
T02	Between the hotel and the competition venue (on competition days)	
T03	Between the hotel and the banquet on Saturday (if needed)	
T08	What is the distance (in distance and travel time) from the area airports/train stations to the hotel?	
T09	How far (in distance and travel time) is the hotel from the competition venue?	
T10	How many different airlines offer regular flights to the area airport(s)?	

## Media Coverage & Marketing/Promotions

NCTTA depends on the host organization to promote and publicize the event and/or can create media coverage for the event. We hope the organization has experience promoting these types of events and getting good publicity for it. Please answer the questions below.

MC01	Describe your plan for media coverage for the Championships, including plans for local, regional, national coverage on radio, television, in newspapers, on the Internet or through other media outlets.	
MC02	How many people do you expect to reach through TV and other media outlets identified above?	
MC03	Would the host organization be able to designate a local media coordinator?	
MC04	How do you plan to attract local spectators, including those from outside of the sport?	
MC05	The live spectator rights for the Championships are available for bid. Are you interested in purchasing these rights?	

## Volunteer Plan

Volunteer support is critical to the success of the Championships. We strongly recommend your bid to provide capable volunteers from the local area (preferred by the local Table Tennis club) to be an integral part of this process. In particular, as many as 100 volunteers are employed in the following areas: registration, hospitality, venue set up and take down, field of play coordinators, practice area coordinators, umpires, scorekeepers, control desk runners, and production.

### Volunteer Requirements

Date/Time	# of volunteers required	Task
Wednesday 8am-3pm	10	Roll out flooring, tables, barriers
Wednesday 3pm to 10pm	20	Set up Tables/Barriers

Thursday 9am to noon	25	Set up: Flooring, Table placement, Video production
Thursday 1pm to 5pm	20	Set Up (continued): Flooring, Table Placement, etc.
Friday 8:30am to 1pm	15	Scorekeepers/Umpires
Friday 12:30pm to 5pm	15	Scorekeepers/Umpires
Friday 4:30pm to 9pm	15	Scorekeepers/Umpires
Saturday 8am to 12:30pm	15	Scorekeepers/Umpires
Saturday 12pm to 4pm	15	Scorekeepers/Umpires
Sunday 8am to 12:30pm	15	Scorekeepers/Umpires
Sunday 12pm to 4pm	15	Scorekeepers/Umpires
Sunday 2pm to 9pm	25	Tear down: putting up tables, and barriers, pulling up flooring and assistance with video production

VP01	What is your plan for recruiting local volunteers for the event?	
VP02	Does the host organization have staff or volunteers that are able to assist the NCTTA tournament officials during the event?	
VP03	What support can be expected from any local table tennis club(s)?	

- If the event host organization does not provide ample enough volunteers to execute a successful event beginning to end, and NCTTA is forced to hire external (temp labor), this cost will be taken on by the host organization.

Please do not hesitate to attach any other pages containing helpful information with regard to volunteer support at the end of this document.

## Site Visit

NCTTA Representatives conduct a site visit several months before the event to tour and inspect the host hotel and facilities. This also serves as an important opportunity to meet with local officials and advance planning for the Championships.

SV01	Can the host organization fund a site visit for up to two NCTTA representatives? Funding is specifically travel and accommodations.	
SV02	What is the best time of year to conduct a site visit? Site visit is typically done sometime between August and December.	
SV03	NCTTA is requesting that the host organization provide a storage facility with temp control for the equipment/flooring, up to a year (12 months) leading up to the championships. The space requirement is 10 by 15 feet.	

## Budget

Please include a budget with anticipated expenses. As a small 501(c)(3) non-profit, we greatly appreciate having an idea of costs. In addition, CVBs have been known to sponsor certain areas with sports grants or in-kind donations. The following items are typically included in the budget, even though this is not an exhaustive list. Please indicate if NCTTA is to pay or some other organization or if there is an in-kind donation available.

	ITEM	AMOUNT	WHO PAYS ALL OF IT	CVB WILL SUBSIDIZE
BU01	Venue Rental			
BU03	Site Visit: (hotel stays and travel)			
BU04	Athlete and Staff Lunches			
BU08	Flooring Storage Facility rental			
BU13	Tables/Chairs/Bleachers			
BU14	Temp Labor (Volunteers)			

## Contract with NCTTA

NCTTA feels the championships' success is dependent on a partnership between the host organization and NCTTA itself. We like to sign a contract stipulating each party's responsibilities, both logistical and financial.

We are a full volunteer organization and want a host CVB/Sports Commission/local host to be involved with the setup and preparation of the event. This involvement may include monthly or bi-monthly conference calls on a Sunday or weekday night.

C01	Can the host organization sign into a contract of this nature?	
C02	Can the host organization enter into a contract stipulating responsibilities and or where financial obligations are split or a limit is set to how much one organization can earn or lose in said championships?	
C03	Does the host organization have a logistics manager that can attend monthly (outside of regular work hours) calls prior to the championships?	

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### For More Information (questions or to submit) contact:

Joseph Wells, NCTTA Vice President, [vicepresident@nctta.org](mailto:vicepresident@nctta.org)