

NATIONAL FORENSIC ASSOCIATION

INFORMATION REGARDING FUTURE NFA TOURNAMENTS

BIDS FOR HOSTING NFA

1. **Tournament Hotel/Motel:** Host should provide information about possible choices of a hotel/motel to serve as the general tournament headquarters. The Prep Team is usually housed at this facility. If at all possible, attention should be paid to securing a group of comp rooms to help defray the costs of rooms for the Prep Team. Check with the President of NFA as to this requirement.
2. **Competition Rooms:** Approximately 92 rooms will be needed to meet the highest demand depending upon entries. The rooms need to be available on Thursday, Friday, Saturday and Sunday. On Monday the number of rooms drops to approximately 15 for semi-final and final rounds. The more central the competition rooms can be, the more it helps the tournament to remain on time. If a 4 day schedule needs to be used, adjustments may be necessary in the number of rooms needed.
3. **Tabulation Rooms:** This should be a central location, near the area that will be used for Ballot Pickup and Drop. This can be one large room or several smaller rooms that are located next to each other. Equipment needed includes: Computers, printers, copy machine or copy facility-(esp. on Monday).
4. **Extemp Draw and Prep:** This needs to be located near the rooms that will be used for extemp competition. It needs to be large enough so that a total of 150 plus extemp speakers will have room to prepare. Tables and chairs are the best if that can be arranged.
5. **Ballot Sorting and Stuffing:** An area needs to be available for the ballots to be sorted and after tabulation, stuffed into school packets. This area should also be located near the tabulation rooms. Host needs to provide students to do the task of sorting and stuffing of the ballots.
6. **Food Service:** Given the tight time schedule of the tournament, it is necessary to make sure that the campus food service will be available for individuals at the tournament. If necessary, arrangements may have to be made to bring in outside vendors by the host school.
7. **Host School Costs:** The Host School covers the cost of printing the tournament booklet, the ballots used for the tournament, and the result sheets for the tournament and other miscellaneous copying costs needed during the run of the tournament. This also means providing paper needed during the prep week and the tournament for copying materials etc and tab room supplies. Host also needs to have posting sheets ready for the quarters, semis, and final postings. Host school does receive a break on entry fees and a stipend to help with expenses. NFA covers the cost of the awards and the tournament schematics.
8. **Hired Judges:** Approximately 40-50 full time or equivalent hired judges will be needed for the tournament. The Host School is responsible for finding these judges and making sure the judges understand the rules and procedures to serve as a judge. It is essential that the list of hired judges has been confirmed and that they will show up to judge. Hired Judges are paid by the NFA.

DATES FOR FUTURE NFA TOURNAMENTS

2009 = April 16-20

2011 = April 14-18

2013 = April 18- 22

2015 = April 16-20

2010 = April 15-19

2012 = April 19-23

2014 = April 17-21(Easter-April 20)