



Roger M. Hight State Bowling Tournament

Request for Proposal

October 6, 2025

Interested in Sponsoring Post –

The American Legion Department of Ohio is seeking bids from a local Post to host the 2027 or 2028 Annual Roger Hight Memorial Bowling Tournament. The tournament typically attracts around 100 four-person teams, totaling nearly 500 bowlers and guests. Each year, a separate bid will be required.

NOTE: A local American Legion must serve as the Host Post. A Bowling Alley must have at least 32 lanes.

The style is a Handicap Tournament. The scheduled dates are weekends starting with the second weekend in February and continuing for at least three consecutive weekends.

Doubles and Singles Events are held on Saturday, usually starting at 9 AM, with four bowlers sharing two lanes. (The number of bowlers per lane may vary depending on the facility.)

Four-person team events are held on Sundays unless a team has requested to bowl on Friday night.

The minimum number of rooms typically needed is 75 per weekend. The Post must arrange for complimentary lodging through the hotel's agreement. At least four complimentary rooms will be reserved for the Department staff liaison and the bowling committee members attending that week.

The American Legion Department of Ohio's policy prevents the Bowling Committee from holding the Tournament at the same location two years in a row. However, this rule can be waived depending on the number and quality of bids received.

If you submit a bid packet, ensure that you complete all the enclosed forms and gather all supporting documentation. Then, submit a FULLY COMPLETED PACKAGE TO THE AMERICAN LEGION DEPARTMENT OF OHIO. Bid packets that are not completed correctly will not be considered. The Department Headquarters and the Bowling Committee will decide on the tournament location.

Post must send completed bid packets with all supporting data to The American Legion Department of Ohio, 60 Big Run Rd., P.O. Box 8007, Delaware, OH 43015. Bid packets for 2026 and 2027 must be submitted by November 1, 2025. The submitted packets must specify the year for which the proposal is intended. A bid packet is required for each year.



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Host Post Information Sheet

Host Post –

Thank you for your dedication to hosting the upcoming Department Bowling Tournament. Below, you'll find a brief checklist for your review.

Secure a hotel

A completed proposal from each hotel must be provided, detailing the type of rooms (e.g., doubles, kings), the number of rooms, and the corresponding rates. Additionally, we need clear assurance that sleeping accommodation will be available for the entire tournament. Please exclude hotels that are currently under construction or will be under construction.

Please arrange for complimentary housing as detailed in the hotel proposal. The free rooms will be reserved for the Department staff liaison and the bowling committee attending that week.

The preferred room option is one king-size room or suite. The Department requires a minimum of four complimentary rooms each weekend.

Signed Letter by Host Post

A letter must be provided and signed by the Post Commander or the Post Adjutant, noting the date, time, and place of the meeting at which Post members approved hosting the Tournament. Meeting minutes may be requested.

Ball and Bag Check Room

The host Post will operate a room on-site for registration and ball and bag check, in conjunction with the bowling committee, in accordance with the American Legion Department of Ohio Tournament rules. The host post will be responsible for the required equipment, insurance, and other necessary items.

Will the Host Post provide a certificate of liability insurance to Department Headquarters with the bid packet?

Yes _____ No _____

Deadline

The 2027 bid packets must be submitted to The American Legion Department of Ohio by November 1, 2025. Please read all the information in this packet, complete all the forms, and indicate the year for which your bid is applicable. Make sure to keep a copy for your records.

THE AMERICAN LEGION DEPARTMENT OF



HIO

"VETERANS STRENGTHENING AMERICA"

DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015-8007
PHONE: 740-362-7478 EMAIL: LEGION@OHIOLEGION.COM

Proposals/Contracts

All proposals/contracts are the responsibility of The American Legion Department of Ohio.

Finances

The local American Legion does not bear any expenses in the Tournament's actual operation at the Bowling establishment.

Tournament Operation

The Tournament's operation is the responsibility of The American Legion Department of Ohio.

Selection of Tournament Site

The American Legion Department of Ohio and the Bowling Committee will select the site for the upcoming Department Tournament based on a comprehensive review of bids submitted by local American Legion Posts.

***** Special Information*****

The American Legion Department of Ohio policy does not permit the Bowling Committee to hold the Tournament in the same location for two consecutive years. However, this may be waived depending on the number of bids received.

Post-Sale of Merchandise

Your Post may sell items at the Bowling Alley. In the past, Post has sold t-shirts, cans, bottle koozies, and towels. All profits from the post-sale will stay with the Post. The Post is solely responsible for the management and advertising of any sale.

*****POST CONTACT PERSON SUBMITTING BID*****

NAME: _____

TOURNAMENT YR: _____ POST #: _____

ADDRESS: _____
CITY / STATE / ZIP CODE

PHONE: _____

E-MAIL: _____

SIGNATURE: _____ DATE: _____

"Veterans Strengthening America"

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Bowling Alley Information Sheet :

1. NAME OF ESTABLISHMENT: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE # _____ Email: _____

NAME OF OWNER/MGR.: _____

NUMBER OF LANES IN HOUSE: _____

LANES PER WEEKEND ARE AVAILABLE FOR EXCLUSIVE USE BY THE AMERICAN LEGION ON SATURDAY FROM OPENING UNTIL 6:00 PM AND SUNDAY FROM OPENING UNTIL NOON UNLESS OTHERWISE APPROVED BETWEEN THE HOUSE AND THE BOWLING COMMITTEE.

2. BOWLING FEE \$ _____ PER GAME
SINGLES \$ _____ DOUBLES \$ _____
THREE-GAME TOTAL PER 4-PERSON TEAM \$ _____

3. DOES THE LOCAL AMERICAN LEGION POST APPROVE OF HAVING THE TOURNAMENT?

YES _____ NO _____

4. THE BOWLING ESTABLISHMENT HAS THE REQUESTED LANES (**AT LEAST 32 LANES**) ON FRIDAY NIGHTS & WEEKENDS IN FEBRUARY AND MARCH, IF NEEDED.

YES _____ NO _____

5. BOWLING HOUSE IS RESPONSIBLE FOR THE **AUTOMATED COMPUTER PROGRAM**. WHAT PROGRAM IS USED?

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6. THE BOWLING ESTABLISHMENT WILL PROVIDE SCOREKEEPERS ON ALL TOURNAMENT DATES AT NO CHARGE.

YES _____ NO _____

7. WILL THE BOWLING ALLEY ALLOW THE HOST POST OF THE AMERICAN LEGION TO OPERATE & RECEIVE ALL PROCEEDS FROM THE BALL CHECK DURING THE TOURNAMENT?

YES _____ NO _____

8. CONTACT INFORMATION OF PERSON SUBMITTING BID:

1. NAME _____

2. ADDRESS _____
CITY / STATE / ZIP CODE

3. PHONE # _____

E-MAIL: _____

9. THE HOST AMERICAN LEGION POST MAY DECIDE TO SELL ITEMS AS A FUNDRAISER DURING THE TOURNAMENT. THIS HAS BEEN APPROVED BY THE DEPARTMENT OF OHIO BOWLING COMMITTEE.

NOTE: A letter of interest from the bowling establishment must be furnished with this application. Pictures of the house should be included if the Tournament has not been held in the house in the past three years.

SIGNATURE: _____

DATE: _____

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Hotel Request for Proposal Information Sheet

1. NAME OF HOTEL: _____
2. ADDRESS: _____
3. PHONE # _____ Fax: _____
4. SALES DIRECTOR: _____
5. EASY CONTACT INFORMATION FOR SALESPERSON:

6. E-MAIL: _____
7. TOTAL # OF SLEEPING ROOMS: _____
8. TOTAL # OF ROOMS COMMITTED: _____
9. "COMP" POLICY: _____
10. GUARANTEED DATES _____
11. ROOM RATES _____ TAX RATE: _____
12. CHECK-IN TIME: _____ CHECK-OUT TIME: _____
13. POLICY ON BRINGING BEVERAGES INTO HOTEL/MOTEL _____

14. IS PROPERTY IN COMPLIANCE WITH THE DISABILITIES ACT IN BOTH
SLEEPING ROOMS AND PUBLIC SPACE?

YES

NO

PARKING FEES _____

HOTEL REPRESENTATIVE: _____

"Veterans Strengthening America"