

THE AMERICAN LEGION DEPARTMENT OF



OHIO

2028 Annual Roger Hight Memorial Bowling Tournament

Date: February 26, 2026

Interested in Sponsoring Post

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

Requirements:

- A local **American Legion Post** must serve as the Host Post.
- The bowling alley must have a minimum of **32 lanes**.
- The tournament is a **Handicap Tournament**.
- Scheduled dates are **weekends starting the second weekend in February**, continuing for at least **three consecutive weekends**.

Event Schedule:

- **Doubles and Singles Events:** Held on Saturdays, usually starting at 9:00 AM, with four bowlers sharing two lanes (number of bowlers per lane may vary depending on facility).
- **Four-Person Team Events:** Held on Sundays unless a team requests Friday night.

Hotel and Lodging Requirements:

- Minimum **75 rooms per weekend**.
- Complimentary lodging must be arranged through the hotel agreement.
- At least **four complimentary rooms** will be reserved for the Department staff liaison and bowling committee members.

Additional Notes:

- The Department policy generally prevents the Tournament from being held at the same location **two consecutive years**, though exceptions may be made depending on the number and quality of bids.
- Each bid must be **fully completed** with all forms and supporting documentation. Incomplete bid packets **will not be considered**.
- The Department Headquarters and Bowling Committee will make the final decision on the tournament location.

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Submission Details:

- Send completed bid packets with all supporting documents to:

The American Legion Department of Ohio
60 Big Run Rd.
Delaware, OH 43015

Or Email: membership@ohiolegion.com

- **Deadline:** November 1, 2027
- Bid packets must specify the **year** for which the proposal applies. A separate packet is required for each year.

Host Post Information Sheet

Checklist for Hosting Post:

- 1. Secure a Hotel:**
 - Provide a completed hotel proposal, including room types (e.g., doubles, kings), number of rooms, and rates.
 - Ensure availability for the entire tournament. Avoid hotels under construction.
 - Provide **complimentary housing** for Department staff liaison and bowling committee (minimum of 4 rooms per weekend, preferably king-size rooms or suites).
- 2. Signed Letter by Host Post:**
 - Letter signed by the **Post Commander or Adjutant**, noting the **date, time, and place** of the meeting at which members approved hosting.
 - Meeting minutes may be requested.
- 3. Ball and Bag Check Room:**
 - Operate a room on-site for registration, ball, and bag check in accordance with Department rules.
 - Host Post is responsible for equipment, insurance, and other necessary items.
- 4. Certificate of Liability Insurance:**
 - Will the Host Post provide a certificate of liability insurance to Department Headquarters with the bid packet?

YES NO

Reminder:

- The 2028 bid packet **must be submitted by November 1, 2027**.
- Complete all forms, attach all supporting documentation, and specify the **year** for which your bid applies.
- Keep a copy for your records.

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Proposals / Contracts

All proposals and contracts related to the Tournament are the responsibility of **The American Legion Department of Ohio**.

Finances

The local Host Post shall not bear any expenses associated with the Tournament's operational costs at the bowling establishment. All operational expenses are managed by the Department of Ohio.

Tournament Operation

The operation and administration of the Tournament are the sole responsibility of **The American Legion Department of Ohio** and the Department Bowling Committee.

Selection of Tournament Site

The American Legion Department of Ohio and the Bowling Committee will select the site for the upcoming Department Tournament after a comprehensive review of all completed bid packets submitted by local American Legion Posts.

Special Information

Department policy does not permit the Bowling Committee to hold the Tournament in the same location for two consecutive years. However, this policy may be waived depending upon the number and quality of bids received.

Post Sale of Merchandise

The Host Post may sell merchandise at the bowling establishment during the Tournament.

Items previously sold have included:

- T-shirts
- Towels
- Beverage koozies
- Other commemorative items

All profits from merchandise sales remain with the Host Post. The Post is solely responsible for the management, staffing, inventory, and promotion of any merchandise sales.

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Post Contact Person Submitting Bid

Name: _____ **Tournament Year:** _____

Post Name and Number: _____

Address: _____

City / State / ZIP: _____

Phone: _____ **E-Mail:** _____

Signature: _____ **Date:** _____

Local Post Approval

Does the local American Legion Post approve hosting the Tournament?

YES NO

Bowling Alley Information Sheet

1. Establishment Information

Name of Establishment: _____

Address: _____

City / State / ZIP: _____

Phone: _____ **Email:** _____

Owner / Manager: _____

Number of Lanes: _____

The bowling establishment must confirm that lanes are available for exclusive use by The American Legion:

- **Saturday:** Opening until 6:00 PM
- **Sunday:** Opening until Noon

Unless otherwise approved between the bowling establishment and the Bowling Committee.

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2. Bowling Fees

Fee Per Game: \$ _____

Singles Event (Total): \$ _____

Doubles Event (Total): \$ _____

Three-Game Total Per Four-Person Team: \$ _____

3. 4. Lane Availability (Minimum 32 Lanes)

The establishment has at least 32 lanes available on Friday nights and weekends in February and March, if needed.

YES NO

5. Automated Scoring System

The bowling establishment is responsible for the automated scoring system.

System/Program Used: _____

6. Scorekeepers

The bowling establishment will provide scorekeepers on all Tournament dates at no charge.

YES NO

7. Ball Check Operations

Will the bowling establishment allow the Host Post to operate and retain all proceeds from the Ball Check during the Tournament?

YES NO

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8. Contact Information – Bowling Establishment Representative

Name: _____

Address: _____

City / State / ZIP: _____

Phone: _____ **Email:** _____

9. Fundraising Approval

The Host Post may sell fundraising items during the Tournament. This has been approved by the Department of Ohio Bowling Committee.

NOTE:

A formal letter of interest from the bowling establishment must accompany this application.

If the Tournament has not been held at this location within the past three years, photographs of the facility must be included.

Signature (Bowling Establishment Representative): _____

Date: _____

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Hotel Request for Proposal Information Sheet

1. Hotel Information

Hotel Name: _____

Address: _____

Phone: _____ **Email:** _____

Sales Director: _____

Primary Contact Information: _____

2. Room Inventory & Commitment

Total Number of Sleeping Rooms: _____

Total Number of Rooms Committed Per Weekend: _____

3. Complimentary (Comp) Policy

Please outline the complimentary room policy:

(Minimum of four complimentary rooms per weekend required.)

4. Guaranteed Dates: _____

5. Room Rates & Tax

Room Rate(s): _____

Tax Rate: _____

6. Check-In / Check-Out

Check-In Time: _____ **Check-Out Time:** _____

7. Beverage Policy

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Policy regarding bringing beverages into the hotel:

8. ADA Compliance

Is the property compliant with the Americans with Disabilities Act in both sleeping rooms and public spaces?

YES NO

9. Parking Fees: _____

Hotel Representative: _____

Signature: _____

Date: _____