

The American Legion  
Department of Ohio  
P.O. Box 8007  
Delaware, OH 43015

To Whom It May Concern:

The American Legion, Department of Ohio is looking for a site to hold the **Annual** Ohio American Legion Roger Hight Memorial Bowling Tournament in 2022, 2023 or 2024, which attracts approximately 100 Four-man Teams – 500 bowlers and guests.

**NOTE: A local American Legion Post must serve as Host.**

This is a Handicap Tournament. Dates required starts with the **SECOND weekend in FEBRUARY and runs concurrently THROUGH THE LAST weekend in February.** **Singles and Doubles** Events are bowled on Saturday dates. The **Four-man Team Events** are bowled on Sunday dates.

(Number of bowlers per lane may vary depending on the size of the house and number of entries)

Average minimum hotel housing required is one hundred (100) rooms per weekend.

**"Complimentary Housing"** (separate accommodations) for the Tournament Coordinator (one king room), and two (2) Commissioners (if needed) on each weekend of the Tournament **must be included** in the invitation and be complementary.

It is the policy of The American Legion, Department of Ohio and the Bowling Commission to **NOT** hold a Tournament in the same house two (2) years in succession although this may be waived depending upon the bids received. The 2021 tournament is in Kettering.

If you submit a bid packet, complete all the enclosed forms, and obtain all supporting information. Then submit a complete package. Invitations improperly completed will **NOT** be considered.

**Completed forms with ALL supporting data, must be in our office by January 24th, 2021**

**THE AMERICAN LEGION, DEPARTMENT OF OHIO BOWLING TOURNAMENT  
DATA SHEETS~  
BOWLING HOUSE**

**NOTE: READ PAGE ONE PRIOR TO COMPLETING THE FOLLOWING PAGES**

1. NAME OF ESTABLISHMENT \_\_\_\_\_
- ADDRESS \_\_\_\_\_
- CITY/STATE/ZIP \_\_\_\_\_
- PHONE \_\_\_\_\_ FAX \_\_\_\_\_
- NAME OF OWNER/MGR. \_\_\_\_\_
- NUMBER OF LANES IN HOUSE \_\_\_\_\_

**LANES PER WEEKEND IS AVAILABLE FOR EXCLUSIVE USE BY THE  
AMERICAN LEGION ON SATURDAY UNTIL 6:00 PM AND SUNDAY UNTIL  
4:00 PM. UNLESS OTHERWISE APPROVED BETWEEN THE HOUSE AND  
TOURNAMENT DIRECTOR.**

2. BOWLING FEE \$ \_\_\_\_\_ PER GAME \_\_\_\_\_
- THREE GAME TOTALS PER FOUR MEN \$ \_\_\_\_\_ DOUBLES \$ \_\_\_\_\_ SINGLES  
\$ \_\_\_\_\_**
3. DOES THE LOCAL AMERICAN LEGION POST APPROVE OF HAVING THE?  
TOURNAMENT?  
\_\_\_\_\_ YES \_\_\_\_\_ NO
4. THE BOWLING ESTABLISHMENT HAS THE REQUESTED LANES ON WEEKENDS  
(SATURDAY AND SUNDAY IN THE MONTHS OF JAN/FEB (& MARCH if needed)?  
\_\_\_\_\_ YES \_\_\_\_\_ NO
5. BOWLING HOUSE IS RESPONSIBLE FOR AUTOMATED COMPUTER PROGRAM.  
What program is used? \_\_\_\_\_
6. WILL THE BOWLING ESTABLISHMENT FURNISH SCOREKEEPERS ON ALL  
TOURNAMENT DATES AT NO CHARGE?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

**NOTE: A LETTER OF INTEREST FROM THE BOWLING ESTABLISHMENT MUST  
BE FURNISHED. PICTURES OF THE HOUSE SHOULD BE INCLUDED IF THE  
TOURNAMENT HAS NOT BEEN HELD IN THE HOUSE IN THE PAST 3 YEARS.**

7. WILL THE BOWLING ESTABLISHMENT ALLOW THE HOST POST OF THE AMERICAN LEGION TO OPERATE AND RECEIVE ALL PROCEEDS FROM THE CHECK ROOM DURING THE TOURNAMENT?

\_\_\_\_\_ YES    \_\_\_\_\_ NO

8. NAME/ADDRESS/PHONE OF CONTACT PERSON SUBMITTING BID:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OHIO AMERICAN LEGION  
ROGER HIGHT DEPARTMENT BOWLING TOURNAMENT  
HOTEL  
REQUEST FOR PROPOSAL**

1. NAME OF HOTEL: \_\_\_\_\_
2. ADDRESS: \_\_\_\_\_
3. PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_
4. SALES DIRECTOR: \_\_\_\_\_
5. TOTAL NUMBER OF SLEEPING ROOMS: \_\_\_\_\_
6. TOTAL NUMBER OF ROOMS COMMITTED: \_\_\_\_\_
7. "COMP" POLICY: \_\_\_\_\_
8. ROOM RATES: \_\_\_\_\_
9. TAX RATE: \_\_\_\_\_
10. CHECK IN TIME: \_\_\_\_\_ CHECK OUT TIME: \_\_\_\_\_
11. POLICY OF BRINGING BEVERAGES INTO HOTEL/MOTEL:
  - a. \_\_\_\_\_
12. IS THE PROPERTY IN COMPLIANCE WITH THE DISABILITIES ACT IN BOTH?
  - a. SLEEPING ROOMS AND PUBLIC SPACE? \_\_\_\_\_ YES \_\_\_\_\_ NO
13. PARKING FEES? \_\_\_\_\_

SIGNED: \_\_\_\_\_  
HOTEL REPRESENTATIVE

## **HOST POST LIAISON**

A COMPLETED PROPOSAL FORM FROM EACH HOTEL MUST BE FURNISHED, OUTLINING THE TYPE, NUMBER OF ROOMS, AND RATES; ALSO, DEFINITE ASSURANCE THAT SLEEPING FACILITIES ARE AND WILL BE AVAILABLE. HOTELS UNDER CONSTRUCTION SHOULD NOT BE CONSIDERED.

**COMPLIMENTARY HOUSING (SEPARATE ACCOMMODATIONS) FOR THE TOURNAMENT DIRECTOR ONE (1) KING AND TWO (2) COMMISSIONERS EACH WEEKEND OF THE TOURNAMENT MUST BE INCLUDED IN THE INVITATION.**

A LETTER MUST BE FURNISHED AND SIGNED BY THE POST COMMANDER OR THE POST ADJUTANT NOTING DATE, TIME, AND PLACE OF THE MEETING WHEN POST MEMBERSHIP APPROVED TO HOST THE TOURNAMENT.

CHECK ROOM - WILL THE LOCAL AMERICAN LEGION OPERATE A CHECK ROOM IN ACCORDANCE WITH AMERICAN LEGION TOURNAMENT RULES AND BE RESPONSIBLE FOR THE REQUIRED EQUIPMENT, INSURANCE, ETC.?

**THE HOST POST MUST PROVIDE A CERTIFICATE OF LIABILITY INSURANCE TO DEPARTMENT HEADQUARTERS WITH THE BID PACKET.**

\_\_\_\_\_ YES    \_\_\_\_\_ NO

**DEADLINE FOR INVITATION - MUST BE IN THE OFFICE OF THE TOURNAMENT DIRECTOR, AMERICAN LEGION DEPARTMENT OF OHIO, 60 BIG RUN RD., DELAWARE, OH 43015, by January 24, 2020.**

FINANCES - ALL FINANCES AND EXPENDITURES ARE THE RESPONSIBILITY OF THE TOURNAMENT COORDINATOR LOCATED AT 60 BIG RUN RD., DELAWARE, OH 43015. THE LOCAL AMERICAN LEGION DOES NOT BEAR ANY OF THE EXPENSES IN THE ACTUAL OPERATION OF THE TOURNAMENT AT THE BOWLING ESTABLISHMENT.

TOURNAMENT OPERATION – IS THE RESPONSIBILITY OF THE AMERICAN LEGION, DEPARTMENT OF OHIO.

SELECTION OF TOURNAMENT SITE - BASED ON A COMPLETE AND THOROUGH SURVEY MADE BY THE TOURNAMENT DIRECTOR AND THE BOWLING COMMISSION.

SPECIAL INFORMATION - TOURNAMENT SITE - IT IS THE POLICY OF THE AMERICAN LEGION, DEPARTMENT OF OHIO AND THE AMERICAN LEGION BOWLING COMMISSION TO TRY NOT TO HOLD A TOURNAMENT IN THE SAME HOUSE FOR MORE THAN TWO (2) YEARS IN SUCCESSION.

**WHEN SUBMITTING THE INVITATION, BE SURE YOU HAVE COMPLETED ALL FORMS AND READ ALL THE INFORMATION. THE INVITATION MUST BE COMPLETE IN FULL DETAILS.**

NAME/ADDRESS/PHONE OF THE LOCAL POST CONTACT PERSON SUBMITTING BID:

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PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**YOUR BID MUST BE ACCOMPANIED WITH THE COMPLETED ATTACHED FORMS, AND ACCOMPANIED BY SUPPORTING DOCUMENTATION.**

**REQUIREMENTS: ROGER HIGHT DEPARTMENT BOWLING TOURNAMENT**

1. **TOURNAMENT** – This is a Handicap tournament.
2. **DATES** - Starting the second weekend of February running concurrently through the last weekend in February.
3. **LANES** - NO LESS THAN 32 - located on one floor with The American Legion having full use of the whole house (bowling Establishment) until 6:00 PM on Saturday and 4:00 PM on Sunday. (if necessary)
4. **PREFERRED SCHEDULE - SINGLES AND DOUBLES** - Saturday Dates – WITH A 12:00 noon or 1:00 P.M. SHIFT – usually done by 5:00 PM. Three (3) doubles to a pair of lanes.

Four (4)-MAN TEAM - Shifts at 9:00 AM (and 12:00 Noon IF HOUSE LANES DICTATE). Last shift to be completed no later than 4:00 PM.

**NOTE:** Event and Time Schedule subject to change.

5. **HOUSING** - Approximately 100 bowlers and guests each weekend -depends upon number of lanes available. Minimum of 100 sleeping rooms.
6. **SCOREKEEPERS** - Prefer scorekeepers, not associated with The American Legion, who handle tournaments for the establishment in which the tournament is held.
7. **BOWLING FEES** - Give exact fees per event to be charged at the time of the tournament.
8. **BALL CHECK - Local** American Legion Post must furnish a minimum of TWO (2) people to assist at the Ball Check area. There is no fee for Ball Check, but donations are accepted and **must** be given to an American Legion charity of the local Post's choice.
9. **ADVERTISING/SOLICITING** - Solicitation of advertisement - funds - lottery tickets - raffle tickets - in the name of The American Legion or any other organization is prohibited.
10. **SOUVENIR ITEM-** The Host Post can sell one (1) souvenir item at the Bowling House to help offset expenses incurred by the Local Post. Location to be determined by Department Bowling Commission. (no limit at the Post)

11. **CLOSING DATE OF BIDS** - Bids must be in the office of the Tournament Coordinator, The American Legion, Department Ohio, 60 Big Run Rd., Delaware, OH 43015 by **January 24, 2021**.
12. **SUBMITTED INVITATIONS** - Must meet all requirements. If unsure of the requirements contact the Tournament Coordinator at The American Legion, Department of Ohio. 740-816-7552
13. **CERTIFICATE OF LIABILITY**-The Host Post will obtain and submit an Insurance Certificate of Liability to Department Headquarters with the bid packet.

**INVITATIONS RECEIVED WITHOUT SUPPORTING  
DATA WILL NOT BE CONSIDERED.**

REVISED 7/01/2020