



Roger M. Hight State Bowling Tournament

Cover Letter

March 1, 2021

Interested Sponsoring Post –

The American Legion Department of Ohio is requesting bids for a local Post to host the 3rd Annual Roger Hight Memorial Bowling Tournament. The annual Tournament may attract approximately 100 Four-person teams equating to nearly 500 bowlers and guests.

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

The style is a Handicap Tournament. Dates required are weekends beginning with the second weekend in February and run at least three weekends.

Singles Events are bowled on Saturday, usually starting at 1 pm with four bowlers to a pair of lanes. (Number of bowlers per lane may vary depending on the size of the house.)

Doubles will follow on the same lanes. **Four Person Team Events** are bowled on Sundays unless a team has requested to bowl on **Friday Night**.

The average minimum housing required is 75 rooms per weekend. The Post must secure complimentary housing (separate accommodations) in agreement with the hotel. The complimentary rooms will be set aside for the Tournament Director (Department staff liaison) and the bowling commissioners in attendance during that week.

The American Legion Department of Ohio's policy prevents the Bowling Commission from hosting the Tournament in the same house two (2) years in succession. However, this may be waived depending upon the number and quality of bids received.

If you submit a bid packet, complete all the enclosed forms, and obtain all supporting information. Then submit a **COMPLETED PACKAGE TO DEPARTMENT**. Bid packets improperly completed will **NOT** be considered.

Completed forms with ALL supporting data must be to Department by May 1, 2021.



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Host Post Liaison Information Sheet

Host Post Liaison –

Thank you for your commitment to be the host post liaison for the upcoming Department Bowling Tournament. Below you will find a short checklist for your consideration.

Secure a Hotel

A completed proposal form from each hotel must be furnished, outlining the type, number of rooms, and rates. Also, we need definite assurance that sleeping facilities are and will be available for the tournament. Please do not consider hotels that are or will be under construction.

Please secure complimentary housing (separate accommodations) in agreement with the hotel. The complimentary rooms will be set aside for the Tournament Director (Department staff liaison) and the bowling commissioners in attendance during that week.

The preferred room option is one king-size room or suite.

Signed Letter by Host Post

A letter must be furnished and signed by the Post Commander or the Post Adjutant, noting the date, time, and place of the meeting when Post membership approved to host the tournament.

Ball and Bag Check Room

The host Post will operate a room onsite for registration and ball and bag check per The American Legion Department of Ohio Tournament rules and be responsible for the required equipment, insurance, etc.

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

Yes _____ No _____

Deadline

The bid packet must be to the Tournament Director's office at The American Legion Department of Ohio, located at 60 Big Run Rd., Delaware, OH 43015 by May 1st, 2021. When submitting your proposal, be sure you have completed all the forms with details and read all the information in this packet. Make sure to keep a copy for your records.

Finances

All finances and expenditures are the responsibility of the Tournament Director at the Department of Ohio.

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

Tournament Operation

The operation of the tournament is the responsibility of the American Legion Department of Ohio.

Selection of Tournament Site

The Bowling Commissioners will select the upcoming Department Tournament site based on a complete and thorough survey of bids made by the local American Legion Post.

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

The American Legion Department of Ohio policy does not permit the Bowling Commission to hold the tournament in the exact location two years in succession. However, this may be waived depending upon the number of bids received.

Post Sale of Merchandise

Your Post may sell one item at the Bowling Alley. In the past, Post have sold t-shirts, can and bottle koozies, or 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: _____

POST #: _____

ADDRESS: _____
CITY / STATE / ZIP CODE

PHONE #: _____

E-MAIL: _____

SIGNATURE: _____ DATE: _____



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Bowling Alley Information Sheet

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 FROM NOON UNTIL 6:00 PM AND SUNDAY FROM OPENING UNTIL NOON UNLESS OTHERWISE APPROVED BETWEEN THE HOUSE AND THE TOURNAMENT DIRECTOR.

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 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?

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 ONE ITEM AS A FUNDRAISER DURING THE TOURNAMENT. THIS HAS BEEN APPROVED BY THE DEPARTMENT OF OHIO BOWING COMMISSIONERS.

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 3 years.

SIGNATURE: _____ DATE: _____

“Veterans Strengthening America”



DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015-8007
PHONE: 740-362-7478 | FAX: 740-362-1429 | EMAIL: LEGION@OHIOLEGION.COM

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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. ROOM RATES _____ TAX RATE: _____
11. CHECK IN TIME: _____ CHECK OUT TIME: _____
12. POLICY ON BRINGING BEVERAGES INTO HOTEL/MOTEL

13. IS THE PROPERTY IN COMPLIANCE WITH THE DISABILITIES ACT IN BOTH
SLEEPING ROOMS AND PUBLIC SPACE?
YES _____ NO _____
14. PARKING FEES _____

HOTEL REPRESENTATIVE: _____