



Roger M. Hight State Bowling Tournament

Request for Proposal

February 22, 2024

Interested Sponsoring Post –

The American Legion Department of Ohio is requesting bids for a local Post to host the 6th (2025), 7th (2026), or 8th (2027) Annual Roger Hight Memorial Bowling Tournament. The annual Tournament may attract approximately 100 Four-person teams, equating to nearly 500 bowlers and guests. Each year will require an individual bid to be submitted.

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

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

Singles Events are bowled on Saturday, usually starting at 9 AM, with four bowlers in a pair of lanes. (The 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 in agreement with the hotel. A minimum of four complimentary rooms will be set aside for the Department staff liaison and the bowling committee members in attendance during that week.

The American Legion Department of Ohio's policy prevents the Bowling Committee from hosting the Tournament in the same house for two (2) years in succession. However, this may be waived depending on 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 THE AMERICAN LEGION DEPARTMENT of OHIO**. Bid packets that are improperly completed will **NOT** be considered. 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 2025 must be submitted by May 3, 2024. Bid packets for 2026 and 2027 must be submitted by November 1, 2024. The submitted packets must have the year the proposal is for. Each year will require a bid packet.



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Host Post Information Sheet

Host Post –

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

Secure a Hotel

A completed proposal from each hotel must be provided, outlining the type (doubles/kings), number of rooms, and rates. Also, we need definite assurance that sleeping facilities will be available for the entire Tournament. Please do not consider hotels that are or will be under construction.

Please secure complimentary housing in agreement with the hotel in the proposal. The complimentary rooms will be set aside for the Department staff liaison and the bowling committee in attendance during 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 when Post members approved to host the Tournament. Meeting minutes may be requested.

Ball and Bag Check Room

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

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

Yes _____ No _____

Deadline

The 2025 bid packets must be submitted to The American Legion Department of Ohio by May 3, 2024. The 2026 and 2027 bid packets must be submitted to The American Legion Department of Ohio by November 1, 2024. Please read all the information in this packet, complete all the forms, and mark what year your bid is for. Make sure to keep a copy for your records. Mail the packet to The American Legion Department of Ohio at 60 Big Run Rd., P.O. Box 8007, Delaware, OH 43015.

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 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 Committee to hold the Tournament in the exact location two years in succession. 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, 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: _____

TOURNAMENT YR: _____ POST #: _____

ADDRESS: _____
CITY / STATE / ZIP CODE

PHONE #: _____

E-MAIL: _____

SIGNATURE: _____ DATE: _____

THE AMERICAN LEGION
DEPARTMENT OF



OHIO

"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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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 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 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?

"Veterans Strengthening America"

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 BOWING 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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DEPARTMENT OF



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

HOTEL REPRESENTATIVE: _____

"Veterans Strengthening America"