



**REQUEST FOR PROPOSAL**

**DONATE LIFE TRANSPLANT GAMES**

**2024**

**ISSUED August 13, 2021**

All questions regarding this process or requests for additional information should be directed to:

Bill Ryan  
Transplant Games of America  
C/O Transplant Life Foundation  
1595 Galbraith Ave. SE  
Suite 500  
Grand Rapids, MI 49546  
(616) 356-2331  
(616) 356-2522 fax  
[b.ryan@transplantLF.org](mailto:b.ryan@transplantLF.org)



Transplant Life  
Foundation

# REQUEST FOR PROPOSALS TO HOST THE DONATE LIFE TRANSPLANT GAMES

## GENERAL INFORMATION

### Objectives

The Donate Life Transplant Games, produced by the Transplant Life Foundation is a national, festival-style event for organ, eye, and tissue recipients as well as organ donors, donor families, and supporters. The purpose of the games is to raise awareness of the tremendous advances in the field of transplantation, the critical need for donors, and to recognize donors and their families.

The Transplant Games follow a 32 year tradition and are held biennially. Athletes participate in up to twenty different sports and registered attendees have access to almost 50 other special events; however, the games are much more than an athletic competition. The event has become a significant reunion bringing together recipients, donor families, living donors, healthcare professionals, organ procurement organizations, family members, and friends. The games offer something for everyone. Some additional programs and activities held in conjunction with the games include:

- **5K Race/Walk for Organ, Eye, and Tissue Donation Awareness** – A public event to support a national campaign to celebrate the gift of life, and to find more donors and save lives.
- **Donor Recognition Ceremony** – Part of the Honors Program, a memorial tribute to recognize individuals who have made the selfless act of donation. This stirring event allows transplant athletes and others to honor donors and their families for their tremendous gifts.
- **Seminar/Workshop Program** – A Series of programs of topical subjects designed to provide information, education, and support for individuals in all stages of the transplantation process. Includes grief counseling, adaptation, and wellness training.
- **TGA Village** – A central focus of the Transplant Games of America includes the TGA village-a gathering place for athletes, donor families, and living donors to congregate and enjoy each other in a setting that is both relaxing and fun. The village includes an internet café, a lounge for kicking back and enjoying friends amidst sponsor exhibits, vendor booths, and pin trading area. A central stage hosts a series of events including the “Live! From the TGA” broadcasts, various entertainment features, and culminates with the Living Donor Tribute and Closing ceremonies.

The Transplant Games include competitive events meant to challenge and draw interest from all transplant recipients and living donors. As with many of the festival events, including the Olympics, the Donate Life Transplant Games include events that are physically and mentally challenging. Transplant athletes compete for Gold, Silver, and Bronze medals within two divisions as well as competitive age groups ranging from as young as 2 years old with no upper age limit.

The list of competitive medal events planned for 2024 are as follows:

5K Road Race	Badminton
Ballroom Dancing	Basketball
Bowling	Cornhole
Cycling	Darts
Golf	Lyrics for Life
Pickleball	Racquetball
Swimming	Table Tennis
Tennis	Texas Hold-em Poker
Track & Field	Trivia Challenge
Volleyball	Virtual Triathlon
Youth Olympiad	

\*\* The Transplant Life Foundation reserves the right to increase, decrease or change the mix of sports depending on local conditions and changes in the competitive environment.

Below are expected attendance statistics for the 2024 Donate Life Transplant Games produced by the Transplant Life Foundation

Opening Ceremonies	8,000-10,000
Donor Families	800-1000
Living Donor Athletes	250
Living Donors	250
Transplant Athletes	1,800
Transplant Professionals	300

**The estimated economic impact from this six-day event is valued at over \$10 million dollars brought into the community by these visiting participants.**

## SITE CRITERIA

### Proposed Event Dates

**Proposed dates for the Donate Life Transplant Games should be no earlier than the last week of June and no later than the second week of August.** The games are to be a total of 6 days in length depending on related special events. Although the schedule can be adjusted depending on competition venue availability, the preferred schedule would be Friday through Wednesday. Holiday weekends are acceptable but not preferred. When proposing dates and sites, you must include other major events scheduled in your area during the same time frame.

### Geographical Information

The Transplant Games of America events are designed to provide travel opportunities for participants and attendees. The goal is to be diverse in that opportunity while attempting to be equitable in distributing the games around the country. At the same time it is important to keep in mind the expenses accrued for athletes and supporters traveling to distant locations. Please note that cities with geological elevations higher than 4,300 feet can present challenges for lung transplant recipients.

### Transportation

A major airport with competitive service is required. Distance from airport to site, transportation arrangements, scope of services, and cost are all considerations in the bid process. A maximum time of twenty minutes from main venue to any other venue is ideal. Scope of service needs include motor coaches, para-transit, and staff car rentals as well as limo, taxi, and public transportation discounts.

### Accommodations

It is desirable for an accommodation plan that places hotels, motels, and campus facilities as close together as possible and situated near main competition venues. RV and campground options should be included as well. Previous games have utilized 900-1200 rooms within the event block on peak nights.

A guideline for a typical room night usage pattern:

Thu	Fri	Sat	Sun	Mon	Tue	Wed
07/26	07/27	07/28	07/29	07/30	07/31	08/01
300	1,000	1,200	1,200	1,000	900	750

Optimal housing costs would be in the \$110-\$160 range per room and consideration for room and/or special event rebate would be ideal along with complimentary breakfast.

For on-campus housing, only suite/apartment style units will be considered. Please indicate the price range and room configuration for each residence and indicate whether the rate includes a campus meal plan. Depending on location and climate, air conditioning may be required. Linens and towels must be included. Please provide rate information along with included amenities such as Internet access, free local phone service, laundry facilities, etc.

Proposals should include basic cost estimates for each type of housing (hotel & campus housing). TGA staff will work with a local group to negotiate specific rates for housing. Rates can include a rebate to TGA to subsidize transportation and special event services for participants.

Teams may wish to maintain team meeting space and/or hospitality suites for the duration of the games. **Each hotel should allocate two (2) complimentary meeting rooms for this purpose.**

## Venues

The location for the Donate Life Transplant Games must be a desirable destination for participants and their families. The bid should provide detailed information on the location and surrounding areas to help educate the potential attendees and promote the destination.

Sites for the games have typically been major universities with extensive sports facilities. However this is not required. Non-university settings (i.e. convention centers, resorts, sports complexes, etc.) that can provide the facilities needed as well as low-cost housing will be considered. The bid must include floor plans for each proposed facility. It is expected that all facilities will be air-conditioned. **For medical reasons, it is required that all facilities provide or permit the use of donated water and/or electrolyte replacement beverages for athletes at no charge.**

Multiple competition venues at a single site are preferred. The site(s) must be Americans with Disabilities Act (ADA) compliant. The facilities should be of sufficient size that flexibility in scheduling events is possible. Competition venues should be available for practice prior to competition.

In some cases, the games have hosted badminton, basketball, table tennis, cornhole and volleyball in a convention center space. Using this scenario, sport court tiles are set on the floor for the duration of the event. The space and equipment is repurposed each evening for the next day's sport. A minimum of 100,000 square feet, column-free is necessary for competition courts and practice courts. The number of courts may vary but should include a minimum of ten (10) courts. Courts are high school regulation basketball courts (84' x 50'), including six feet deep end lines and four feet wide side lines on the perimeter for safety run off (totaling 96' x 58' per court). Sport court may be assembled contiguously or as separate courts. Spacing between court areas must allow for athlete and spectator traffic without congestion. A minimum height from the floor to the lowest impairment or overhanging obstruction shall be no less than 34 feet. Column-free space is preferred; however, columns must be spaced far enough apart to accommodate individual court dimensions. The convention space needs to accommodate courts, portable bleachers and chair seating for a minimum of 1,000 spectators, medical station, tournament desks, and award areas. Total convention center space will typically exceed 200,000 square feet.

The size and complexity of the games require the active involvement of the host institution. In addition to use of physical facilities, the institution's infrastructure-staff, transportation, and other services are necessary in order to successfully execute the games.

If there is a cost associated with the use of site venues, the bid must include facility requirements (security, ushers, maintenance, etc.) along with related cost estimates for expenses of each proposed facility and indicate whether the facility is a union or non-union house. Sample rental agreements and rate sheets for all venues should be included with your proposal. Rate sheets should be complete including any related charges for internet access, accessories, room drops, parking, valet parking, resort fees, fitness center access, baggage handling & storage, shipping & receiving services, labor rules & regulations, utilities, cleaning, trash removal policies, gratuities, and insurance requirement. Facilities must have specific recycling policies and procedures in place.

### **General Sports Information**

The following facilities and equipment will be necessary based on previous games and should be used as a general guideline. Final numbers may vary. These facilities will be needed over the full course of the games, although events may not be running simultaneously. Events might require more than one venue available at a given time. When sporting equipment is not available from the facility, bid must identify sources through which equipment will be secured.

BADMINTON	A facility large enough for ten (10) to twelve (12) courts with necessary nets, poles and related equipment. Competitors will bring their own racquets.
3-ON 3 BASKETBALL	Space for a minimum of ten (10) to twelve (12) half-courts; twelve (12) is preferred. Seating should be provided for a minimum of 1,000 spectators.
BOWLING (Singles)	At least sixty (60) lanes in a single facility is optimal, but multiple facilities will be considered. Bid must identify distance from main competition venue, cost per game and fees for shoe rental. Computerized scoring is required.
BOWLING (Doubles)	A least sixty (60) lanes are needed. Please indicate distance from competition venues.
CYCLING	Preferably, the course should be twenty (20) kilometers (12.2miles). As a minimum requirement, the course should contain no more than five (5) loops which would approximate 4 km per loop. Automatic timing is required. Include any related costs for chip timing. It would be ideal for this event to be staged immediately following the 5K Road Race, on the same course, using the same timing system. The availability of bicycle rentals is preferred but not required. Bike safety inspections are conducted on the day of the race and must be provided by a local racing authority. Shuttle driving distance more than 30 minutes, no more than three (3) miles for cyclist rideover.
GOLF (Singles)	Two eighteen-hole courses are needed to be available for a "shotgun" start. Indicate distance from main competition venue. Golf carts must be available for participants. Include course scorecard with dimensions and provide slope parameters. There is an expectation for small groups of spectators to be allowed on the course.

GOLF (Doubles)	An eighteen-hole course is required to be available for a “shotgun” start or assigned tee times. Please indicate distance from the main competition venue. Golf carts must be available for participants. Include course scorecard with dimensions and provide slope parameters. There is an expectation for small groups of spectators to be allowed on the course.
PICKLEBALL	A facility large enough for twelve (12) to sixteen (16) courts with nets, poles and related equipment.
5K WALK/RUN	A five kilometer (3.1 mile) course. (Please submit description or outline of course with proposal). Automatic timing system is required. A flat road course that could also be used for cycling competition is preferred. Trails are prohibited. <b>PLEASE NOTE THIS EVENT WILL ALSO BE OPEN TO THE PUBLIC AND IS AN AWARENESS EVENT AS WELL AS A COMPETITION.</b>
SWIMMING	Twenty-Five (25) or fifty (50) meter (or yard), eight lane pool with fully automated timing is required. Seating for a minimum of 500 spectators.
TABLE TENNIS	Fifteen (15) tournament quality tables in a suitable competition venue needed.
TENNIS	Requires a minimum of ten (10) courts.
TRACK AND FIELD	For Track: Eight (8) lanes, 400m synthetic track with fully automated timing. Preferably two (2) long jump pits, one (1) high jump, starting blocks, shots (age group weights), relay batons, and covered seating for a minimum of 1000 spectators. For Field: Football or Soccer sized softball throw field, 300’ x 150’ or larger.
VOLLEYBALL	Requires a facility with a minimum of ten (10) to twelve (12) courts. Twelve (12) is preferred along with adequate space for spectators. Seating for a minimum of 1000 spectators.

## Other Requirements

CLOSING CEREMONY	We have been moving toward hosting this event within the TGA Village, but interested communities should include a plan for 5,000 seat arena or stadium. Provide detailed description of equipment and services included in the rental, such as use of screens, staging, lights, power, meeting rooms.
COFFEE HOUSE	A meeting space is required to accommodate 500 people in rounds. Facility must provide or permit donated coffee, tea, pastries, and supplies for this function at no charge.
DONOR RECOGNITION CEREMONY	Appropriate auditorium with seating for a minimum of 3,000-4,000 is needed. This space should be appropriate for a memorial service.
GAMES REGISTRATION & EXPO	Ballroom or Exhibit Hall space is needed with approximately 35,000 square feet. Expo area will need to accommodate up to fifty (50) 10' x 10' exhibit booths. Space must include capabilities for electrical and Internet connection. Outline any exhibitor/vendor restrictions.
OPENING CEREMONY	10,000 seat arena or stadium is required. Provide a detailed description of all equipment and services included in the rental such as use of screens, staging, lights, power, and meeting space.
QUILT-PINNING CEREMONY	Meeting space needed to accommodate 500 people in rounds. Facility must provide or permit donated coffee, tea, and pastries for this function at no charge.
TEAMS TAILGATE PARTY	Indoor or outdoor space is desired for gathering location for 5,000 people near Opening Ceremonies venue.
TGA VILLAGE	Indoor space near main competition venue to be open during games for athletes, donor families, living donors, and immediate family members. Services include providing general information, competition results, messages, and a general lounge area. Message and results boards must be available.
TRANSPLANTATION UPDATE MEETINGS	Conference facilities required for 150-250 person meeting with break-out sessions.
WORKSHOPS &	Meeting space is desired for up to 20 breakout sessions for approximately 1,000 participants.
SHARING SESSIONS	Space for these sessions should be appropriate for bereaved families.
YOUTH EXCURSION	Activity or excursion required with proximity to competition venues for the



purpose of entertaining approximately 200-300 children. Previous games have included science centers, zoo trips, and amusement parks.

### **Additional Bid Considerations**

Bids may include unique benefits and/or amenities that demonstrate additional support for the games in order to differentiate bid from competing cities and to strengthen the overall proposal. Below is a partial list of examples of items that are not required but are desirable:

Additional funding over and above the minimum \$1,000,000 to accommodate for local economic conditions, or for general support of the Transplant Life Foundation.

Complimentary hotel accommodations for site visits (up to 50) Complimentary secured back-of-house storage or workroom space 2,500-3,000 square feet with receiving services for materials being shipped (from 30 days prior to the event and 7 days after completion of the games)

Complimentary meeting space during the event.

Complimentary function space for team receptions, daily meetings, hospitality rooms, etc.

Complimentary beverages, breakfast pastries, and/or snacks for volunteer check-in areas.

Host "Team Manager's Training Session" including complimentary sleeping rooms for up to 100 people for two (2) nights.

### **RESPONSIBILITIES OF THE LOCAL HOST**

The Transplant Life Foundation in partnership with the local host is responsible for overseeing and managing all aspects of the Donate Life Transplant Games. The local host assists and where appropriate, manages relevant activities of the games. To insure success, the TLF staff will work in concert with the local host to ensure appropriate resources to implement this multifaceted event from a national and local perspective. The local host will secure and enlist resources to improve the quality of the games.

Specific areas where the local host is expected to assist:

- Local Fundraising and community/corporate recruiting
- Event management support (venues, transportation, housing, etc.)
- Volunteer recruitment, coordination, and management
- Local public relations and marketing
- Medical Support
- Local host activities (community events i.e., "Race/Walk for Donation, greeters, ambassadors)

The host will be expected to form a local organizing committee whose members will have expertise in each of the above areas. These volunteers should be solicited from, but not limited to, public relations and marketing organizations, civic and public organizations, organ procurement organizations, transplant centers and hospitals, sports medicine and sport therapy professionals, and local college and university groups. A roster of potential contacts that have agreed to support the event in this capacity should be included with your proposal.

## **Host Partnerships**

The local host will benefit from contacts and relationships established in developing the bid proposal to host the games. Previous bidders and hosts have forged relationships with local institutions, media professionals, government agencies, and convention and visitors bureaus which have provided visibility and support from within the community. The ability to attract various groups and organizations that can enhance the overall strength of the games will carry significant weight in the analysis of the bid.

A critical factor in establishing local partnerships is the ability of the local host to bring the issue of organ, eye and tissue donation to the forefront. A significant opportunity created by the Transplant Games of America is the ability to foster unique programs and initiatives to advance community goals and objectives in the areas of donation and transplantation. An important part of the decision to award the Transplant Games to a particular site is how well the games can be leveraged to further our joint mission objectives.

The relationship between The Transplant Life Foundation and the local host is a partnership which extends beyond the use of facilities and space. A significant commitment is required in all areas to ensure the success of the games and the proposal should reflect an understanding of the level of commitment from all local groups that will be associated with the games. The proposal should list committed institutional resources, support, and contact information.

## **Fund Development and Sponsorship**

Managing and executing the Transplant Games involves a substantial financial fundraising commitment by the local host to help cover operational costs. These costs are subsidized by contributions generated through local and national efforts in sponsorships, donations, and in-kind support. Locally hosts will be expected to develop sponsorships to help support and host the games. Transplant Centers, local organ procurement organizations, histocompatibility labs, as well as voluntary health organizations are all resources and most are members of the Organ Procurement and Transplantation Network (OPTN). These groups are likely to provide financial support and assistance in the area of public education about organ donation, transplantation, and the promotion of the donor registry in your area.

The ability of the local host to raise funds and secure sponsorships within the region is an important factor in the decision to award the bid. Firm pledges in writing are required at the signing of the Host Agreement. The Transplant Games of America will work closely with the local host's fundraising committee to develop a strategic fundraising plan that will be utilized throughout the process to achieve the overall fundraising objectives. A bid fee will be required by the local organization selected to host future Transplant Games of America. This fee is used to cover annual administrative costs associated with maintaining participant databases and national sponsor relations. The bid fee, subject to submitting a proposal to host The Transplant Games of America and being selected as a future host, is \$20,000. Fifty percent (50%) of this fee (or \$10,000) will be due upon award of the bid; the remaining 50% is due to Transplant Games of America two months prior to the start of the games. The local host must commit to the following fund development and sponsorship plan:

1. A minimum local fundraising goal of \$ 1,000,000 is required. This may include in-kind products and services that help reduce the budgeted event expenses. A listing of all potential sponsors and funding sources should be provided, including a description of the projected financial commitment and methodology to approach each organization.
2. Identification of government and private foundation grants that may be available to support the Donate Life Transplant Games.
3. A description and explanation of any non-volunteer human resource commitment pertaining to fundraising should be included. Identify and list all fundraising staff committed by local host and other groups participating in this project.

### **In Kind Donations: Services and Product**

There are many opportunities for local businesses and organizations to support the Transplant Games of America through in-kind donation of goods and services. Each community will have different resources available but the ability of a local host to identify local resources to offset game costs will weigh considerably in the bid evaluation. Specific examples might include:

- Transportation Services
- Medical Support (emergency support, supplies, facilities)
- Copy Service
- Portable bathroom facilities
- Food & Beverage
- Communications Equipment (hand-held radios, cell phones)
- Computer and Internet Services
- Entertainment Equipment (televisions, laptops)
- Entertainment (talent)
- Drayage & Décor (staging, signage, pipe & drape)
- Facilities (hotel rooms, meeting rooms, arena use)
- Athletic Supplies (equipment, awards)

### **Local Event Manager**

The local host organization at its own expense is required to appoint a full time staff member to serve as the primary point of contact for the organization, administration, and management of the games.

## **Local Organizing Committee**

The local host must create a local organizing committee (LOC) to assist the Transplant Games of America staff in managing and coordinating the Transplant Games of America. It is recommended that the committee include individuals responsible in the following areas:

- Special Events
- Marketing
- Fundraising
- Opening & Closing Ceremonies
- Sports/Games
- Athletes Village
- Transportation
- Housing
- Media/Public Relations
- Medical
- Government Relations
- Finance

## **Sports Management**

Each sporting event in the games is managed by a **Sports Director** and a **Site Manager**.

### **Sport Director**

Sport Directors are generally volunteers who have specific and extensive experience in managing events related to the sport for which they are responsible. Typically they are professionals in the direct field to which they are assigned. Ideally, these individuals have experience in previous transplant games and understand the unique nature of the experience for the athletes, their families, donors, and supporters. The Sport Director has overall responsibility for the administration of their sport. During preparation and planning for the games, the director works with the Transplant Life Foundation and the LOC to prepare the venue for the event and determine volunteer needs and responsibilities, works with the transplant games staff on event entries, develops and interprets the rules of the competition, and formats the competition to fit the space, time, and constraints of the venue. This would include bracketing, seeding, and anticipating officiating and volunteer needs as necessary. On site, the Sports Director manages the overall competition and medal presentations under the auspices of the Transplant Life Foundation.

### **Site Manager**

The Site Manager works with the Sport Directors and is critical to the success of the event. The Site Manager is responsible for all aspects of venue operations, including the following:

- Venue Layout
- Staffing & Security
- Hours of Operation
- Signage and Brackets
- Field/Contest Marking
- Event Personnel (announcers, sports officials, scorers, technical experts, etc.)
- Game & Facility Equipment

## **Volunteers**

A large and reliable volunteer organization is important to the success of the games. Many people will be needed, and the degree of their involvement will vary. Some volunteer requirements are minimal but others may be extensive throughout the games. The total on-site volunteer hour requirement can exceed 4,000 hours with upwards of 1500-2000 individuals working on over 1,000 different tasks related to the games and special events. Even more volunteer hours may be necessary for future games.

Managing volunteer resources is a challenging task. Experience with major special events and managing a large corps of volunteers is necessary in attempting to recruit and train needed resources. Bidders must include in their proposal, with supporting evidence, information that demonstrates that they have been successful in recruiting and managing a volunteer team of the size and scope needed for the games and related activities.

The Local Host must commit to the following volunteer expectations:

- Identification of volunteer resources
- Provide an individual who will serve on the local organizing committee to lead volunteer effort
- Conduct volunteer recruitment, training, and management
- Commitment to supply required number of volunteers
- Identify meeting space for volunteer orientations
- Conduct on-going volunteer orientations
- Provide complimentary parking for event volunteers
- Supply volunteer meals and/or set up voucher system

## **Medical Support**

At a minimum, the proximity of a major hospital (preferably a transplant hospital) is required, as is the support and commitment of local health care professionals. The local medical effort should include outreach to the local medical institutions, sports medicine personnel (trainers, orthopedists, EMT, etc.), transplant physicians, surgeons and nurses, transplant coordinators, and/or the local Red Cross. Proposals should list committed representatives and contact information.

## **Media and Public Relations**

The Donate Life Transplant Games will receive significant attention from local and national media. The ability of the local host to create interest, manage and leverage media opportunities will play a major role in the bid selection process.

The Transplant Life Foundation staff will be responsible for creating and implementing a national media strategy and will work in partnership with the local host for management of national and local press on site during the games and related activities. To assist in this effort, the following is required from the local host:

- Appoint a Media/PR representative on the local organizing committee.
- Enlist public relations and media organizations to volunteer support
- Ensure local media coverage of the planning and execution of games and special events
- Recruit local celebrities and public officials to be involved with the games
- Provide complete list of local media contacts for major media outlets and representatives
- Recruit and assign official games photographers and videographers
- Assist Transplant Games of America with all on-site media activity

## **Local Organ & Tissue Donor Awareness Campaign**

The overall mission of the Transplant Games is to increase organ and tissue donor awareness and to increase the number of individuals on designated donor lists. The local host, working with the community is required to devise and execute a campaign in conjunction with the games that incorporate local residents, schools, businesses as well as their employees and governments. The campaign must include a mechanism for measuring the success of the effort.

## **VIP Involvement**

Involvement of local government, business and civic leaders is an important component of a successful Transplant Games of America event. Local celebrity involvement is also important especially for pre-event endorsements and on-site activities.

## **RFP BID REQUIREMENTS**

**Questions regarding the Transplant Games of America or the bid process can be directed to:**

**Transplant Games of America  
C/O Transplant Life Foundation  
1595 Galbraith Ave. SE  
Suite 500  
Grand Rapids, MI 49546  
(616) 356-2331  
(616) 356-2522 Fax  
[b.ryan@transplantLF.org](mailto:b.ryan@transplantLF.org)**

**BID SUBMISSION DEADLINE IS 11:59 p.m. Friday, March 15, 2022**

# Notice of Intent To Submit a Bid for the 2024 Donate Life Transplant Games®

Please complete and fax this form and any supporting information to (616) 356-2522. Along with your **“Notice of Intent”** form, please submit a listing and a map of all proposed venues and a Meeting Planner Kit. The Transplant Life Foundation reserves the right to decline any intent or proposal at its sole discretion, for any reason.

**Proposed City:** \_\_\_\_\_

**Main Venue:** \_\_\_\_\_  
\_\_\_\_\_

**Tentative Dates:** \_\_\_\_\_

**Local Host Organization:** \_\_\_\_\_  
\_\_\_\_\_

**Acknowledgments:** *please check the following*

- We have reviewed the Request for Proposal to host the Donate Life Transplant Games and our local host organization believes that our site is able to meet all specifications as outlined.
- We are aware of the bid fee requirements should we be selected to host a future Donate Life Transplant Games

**Individual Responsible  
For Bid Preparation:** \_\_\_\_\_  
**(Name, Address, Phone  
and email)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Proposal Checklist

### Cover Letter

- Summary/Overview of Host Institution, Host Venue, and destination city
- Confirmation that Host will meet all RFP specifications and requirements, or provide detailed list of exceptions
- Advantages and potential challenges of site
- List of references for Host Institution and Host Venue

### Responsibilities of Local Host

- Potential Volunteer Local Organizing Committee Members
- Public Relations and Marketing
- Event Management Support
- Volunteer Management
- Medical Support
- Local Host Activities (5K Race/Walk, local trips, local greeters and ambassadors)
- Fundraising and Community/Corporate Recruitment

### Host Institution Partnership

- List committed institutional resources, support, and contacts

### Local Host Partnerships

- Outreach to various local entities and organizations
- Organ donation awareness events and plans

### Fund Development and Sponsorship

- Commitment of the Local Host to raise funds and secure sponsorships
- Research and apply for government and private foundation grants
- Professional Fund-raising support
- Ability of local host to identify and secure additional local resources to offset costs

### Human Resources

- Local event manager identified
- Sports site managers
- Officials
- Volunteer coordinator identified
- Volunteer recruiting plan
- Volunteer data base
- Commitment and documentation to provide up to 4,000 of volunteer support
- Meeting space for volunteer orientations
- Free volunteer parking

### Medical Services

- Proximity of major hospital (preferably a transplant hospital)
- Support and commitment of local health care professionals
- Local medical committee



## Proposal Checklist

### Media and Public Relations

- Willingness to collaborate with national efforts to leverage media opportunities
- Volunteer support of public relations and marketing groups
- Local media access
- Local celebrities, public figures, local sports team mascots
- Contact list for major media

### Local Organ and Tissue Donor Awareness Campaign

- Concept
- Measurement tools

### Site Criteria

- Dates identified for 2020 Donate Life Transplant Games
- Identify local event conflicts

### Transportation

- Major airport with competitive air services
- Airline or destination management company
- Scope of services-staff car rentals, motor coaches, limos, taxis, para-transit capabilities

### Venues

- Desirable destination for participants and their families
- Single competition venue
- Chart of distances between venues and available lodging sources
- Alternative venues
- Venue costs, sample agreements, floor plans, rate sheets
- Availability of sport equipment
- Insurance requirements
- Tourism information for location and surrounding areas

### Accommodations

- Single off-campus and single on-campus cluster availability
- Number of available rooms
- Chart of distances to competition venues
- Lodging price ranges
- Housing bureau/reservation services
- Complimentary breakfast
- Complimentary function space

## Proposal Checklist

### Food Service

- Price ranges of available food options
- Food service hours
- Special event vendor policies

### Additional Considerations

- Host Team Managers' Meetings
- Complimentary sleeping rooms
- Complimentary secure back-of-house storage workroom space
- Complimentary secure storage space-post event
- Complimentary office/work space
- Complimentary meeting space during event
- Complimentary function space for team receptions, nightly meetings, hospitality rooms, etc.
- Complimentary beverages, breakfast pastries and/or snacks for volunteer check-in areas