

WESPAC 2019 - Bid Requirements

Complete bids must be submitted to WESPA no later than March 31, 2018. Bids can be emailed to members of the WESPA Executive Committee

Bids will be evaluated by the WESPA Committee, and one organization will be chosen to organize and host the 2019 WESPA Championship.

Your bid should include as much detail as possible on the particulars detailed below.

Bids will be evaluated based on best meeting our overall objectives:

- A great experience by all participants in the tournament, and in the host community.
- Positive publicity for the mind sport of Scrabble.
- A well-organized and well-run tournament.
- High-quality live coverage for Scrabble-players worldwide, as well as outreach to the general public.
- Maximum accessibility for all world-wide contestants, both in cost and in visa or other restrictions.

The past record of potential organizers/sponsors in putting together major tournaments will also be considered.

Format

We expect WESPAC 2019 to follow the basic model of previous WESPAC in Perth and Nairobi. The Championship event should be four days, with 8 games per day, followed by a playoff on the fifth day, which is at least a best of seven. There should be a Last Chance Qualifier prior to the Championship event, which allows people to earn entries to the Championship.

Concurrent with the Championship and playoff there should be a series of Open events for those who have failed to qualify for the Championship. As an example, Perth had a 3-day open, a 1-day open, and a final 1-day open which was also open to all the Championship players who had not made the playoff.

Venue

The venue should have a playing room that is spacious, well-lit, and able to accommodate at least 300 players plus tournament staff. (The main playing room should probably be a minimum of 900 square metres.)

As a guide, WESPAC 2015 had 130 competitors and the concurrent Open had almost the same number.

There are over 200 spots allocated for WESPAC 2019, although fewer than that may be filled.

Spots earned at the LCQ will be in addition to the 209 currently allocated. The number of registrants for the concurrent open events will depend on the desirability of the overall package on offer, and the number of local players who will be interested.

There needs to be provision for enough playing tables (wide enough to accommodate a rotating board, but not too wide for comfortable playing), and chairs. Availability of water and washrooms should be considered.

The tournament venue should be fully accessible to the disabled.

Free wi-fi is a plus.

There also needs to be provision for a suitable space for spectators to view the Finals, with appropriate display screens and facilities for commentators, as well as the necessary communications with the room where the Championship is played. A small room for the two Championship finalists and staff must also be provided, and be located where the sound of the crowd and commentators from the Finals viewing room cannot be heard.

The bid should provide assurance that the venue is available at the budgeted price, and if accommodation is offered at an event rate, that the rate can be guaranteed.

Date

Your bid must include suitable proposed dates.

Accommodation

Your bid should include detailed information about the availability of accommodation for WESPAC contestants. If the event is being held at a hotel, this should include a negotiated event rate and a sufficiently large reserved block of rooms. Information about nearby alternative accommodation in a range of price levels is also desirable.

Food

If any meals are included in the accommodation package, this should be detailed. Whether or not any meals are included, your bid should provide information about nearby restaurants. There should be convenient access to a variety of meal options at different price levels. It is particularly important to have a variety of economical lunch options that are nearby, given the time limitations for lunch breaks.

Communications Plan

Your bid should include a communications plan to drive successful publicity and promotions prior to the event, and strong media and internet coverage during the event.

There must be an event website launched as early as possible to promote the Championship and to list country allocations and to show registrations as they come in.

There is an expectation that any necessary accounts with publicists/newswire services are set up prior to event and costs for this need to be included in the budget.

In addition, provision must be made for liaison with co-ordinating social media content with WESPA - live streaming of games will need to be addressed in the bid process.

Organizing Team

Your bid should indicate the key members of your organizing team, indicating their experience, qualifications and individual roles. There is a lot of organizing work to be done starting several months before an event to ensure it is successful, and your bid should provide an outline of your team's plan and a timeline for the organizing effort.

Director and Tournament Staff

It is crucial to have a qualified director with experience at large, multi-day events.

Your bid should indicate who the director will be, but should also include a detailed breakdown of other staff required, and how the staffing needs will be filled.

Details on tournament software to be used, proposed pairing systems, and other related details should also be included.

Budget

WESPA cannot contribute to the tournament costs or prize fund. However, WESPA will do everything possible to promote attendance and support for the event, and we expect all WESPA affiliates will do the same. Your bid must include a tentative budget which includes estimated tournament expenses, a proposed entry fee, and a tentative prize fund (premised on reasonable attendance estimates). Sponsorship from within or outside of the organizing team is both permitted and encouraged. If sponsorship funds are critical to the presented budget, there should be something to demonstrate that the funds are committed and can be relied on.

It should be noted that WESPA cannot undertake to bear any financial risk in the holding of this event, and cannot provide any liability insurance. Organizers should note if they or their venue carries liability insurance, and consider securing it otherwise.

Local/National Scrabble Organization Support

Bids should indicate support from local/state/national Scrabble organizations, and other factors that would enhance support for planning and carrying out the event, and in attracting participants.

Government Support and Visa Issues

Your bid should indicate if there is any local/provincial/national government support or recognition anticipated for WESPAC 2019.

Bids should ideally include assurance of visa accessibility for all prospective entrants. In any event, your bid should outline visa requirements and deadlines, and any measures that would support visa applications.

Equipment and Supplies

Your bid should indicate what equipment can be supplied by your team, and what participants will be required to bring with them. Word judge equipment, score sheets, result slips, and related equipment at least should be supplied by the organizers. If tiles/racks/boards/c locks cannot be provided for all participants there should be provision for extras in the event of shortages.

Lexicon and Rules

WESPAC 2019 will use the WESPA rules and approved lexicon in place at the time of the event.

Bid Process Timeline

Expressions of interest - Submitted to the WESPA Committee prior to January 31, 2018

Formal Bid deadline - March 31, 2018

Committee Selection Announcement - on or before May 31, 2018