



Thank you for your interest in hosting a USMS National Championship event and requesting a bid packet. To begin, if you haven't done so already please read the [Introduction Letter](#) and the [Frequently Asked Questions](#) documents posted on the [USMS National Championship](#) page to give you details on the awarding of USMS National Championship events.

We look forward to working with the selected host committee to plan a spectacular event. Please include any ideas your committee has for this celebration (the competition itself and the accompanying social events) as part of your bid application.

The following documents comprise the bid packet:

- [Application](#) (save a copy locally to complete in Word)
- [Final Reports](#) (summaries provided by past hosts)
- [Financial Report Summaries](#)
- [Sample Budget](#) (save a copy locally to complete in Excel)
- [Pool Length Certification Form](#)
- [Championship Committee Roster](#)
- [Event Planning Timeline](#)
- [USMS Partner Categories](#)
- [Meet Contract DRAFT](#) (final contract will be provided for review/signature prior to the bid being officially awarded and announced)
- [Meet Director's Guide](#) (voluminous document that outlines many details about hosting the event – 2020 version provided as example and is subject to change)

Please note the complete bid application and all required attachments are due no later than December 1, 2021 to the Championship Committee Chair via email.

The Championship Committee members will review the bids. A specific committee member (ambassador) will be assigned to assist you with the process. Then a conference call will be set up with a subcommittee of the Championship Committee and any personnel from your host organization that you desire to be on the call. After interviewing the bidders and getting all questions answered about the facility, organization, etc., the subcommittee typically makes a recommendation to the entire Championship Committee as to which site(s) is favored and the entire committee will ultimately make their final selection. A contract will need to be signed prior to making a formal announcement.

Thanks again for your interest in bidding.

Jim Clemmons
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