



Guidelines for National Elementary Championship Proposal

Thank you for your interest in hosting mathleague.org's National Elementary Championship. These guidelines have been prepared to ensure that our contests are presented with the highest possible standards, delivering a great experience for all participants, teachers, and parents.

This is the flagship event for our elementary school program, and we place great emphasis on presenting it properly. It is important that prospective organizing committees appreciate the magnitude of the responsibilities and contractual commitments that you will be making.

I. Parameters to consider when bidding to host our National Elementary Championship:

1. The testing venue needs to have room for up to 500 students to be seated at tables or desks in order to take their tests. Testing can be done in a single room or multiple rooms, depending on the facilities.

2. Test administration will require an extra room or two on the side for administrative and grading purposes.

3. The awards banquet must have seating for at least 800 people and a contract with a reputable catering company (or companies) that can supply standard, vegan, and halal meals.

4. Our event will be held in June of every year, with a strong preference for it to be held on a Saturday. The contest will be a full day event, requiring facility usage from 8a.m. to 10p.m. Any setup or breakdown of equipment, tables, and chairs will need to be done before or after those times.

4. Additional equipment required:

- presentation stand with microphone
- table for holding trophies and awards
- tables for check-in, banquet tickets, t-shirt sales, etc.
- projector and screen
- wireless internet access

5. Extra consideration will be given to committees that can offer the following:

- representatives from multiple schools within the same city or metro area submitting a proposal jointly
- package deals on hotel rooms
- letters of support from local universities/governments/celebrities
- sightseeing and fun/enriching activities scheduled and arranged by the committee (these activities would be the day before or the day after the event, or in the afternoon after testing and before the awards banquet)
- inexpensive airfare into nearby airports
- copy/printing capabilities
- funding to cover some or all of the contest costs
- committee members with previous mathleague.org contest hosting experience
- media or press coverage of the event
- catering/meals for the evening awards banquet

II. In order for us to officially consider a proposal to be the host city, we will require the following from the organizing committee:

A submitted report (pdf), that outlines what exactly your committee has to offer in terms of holding the National Elementary Championship in your city. Report must include the following information:

- a. A comprehensive list of amenities, facilities, and resources with details (e.g.: seating for up to 500 test-takers) that the committee can provide to help the contest will run smoothly. These must include, but are not limited to, the items described above.
- b. Proposed dates that the facilities and committee members will be available to host the contest.
- c. Financial information regarding the costs of location rental, electronics rental, catering, and parking fees, as well as any other items listed above that will require expenditures on the part of the committee or mathleague.org. Please indicate exactly which costs the committee will arrange to cover and which costs mathleague.org will need to bear.
- d. Hotel and restaurant information within 5 miles of proposed contest location, as well as recommended airport(s) to fly into.
- e. The full names and contact details (including professional affiliations) of the people on the organizing committee who have prepared the proposal and who will be responsible for hosting the event.

Report must be submitted no later than June 1 to operations@mathleague.org for consideration for hosting the National Championship the following year.

Also, please make sure to let us know if you would like to be considered to host this event in future years, if you are not selected to host the event this year.