Application to Host
MITCA Team State Championships

Date: May 28th 2016

Which division would you most like to host? 1 2 3 4

Is this the same division as your school? Yes or No
If No, what division is your school? 1 2 3 4

School Name_____

Address_____

Contact Person(Coach or AD)_____

Contact Number Office_____--Cell_____
What is your experience in hosting big meets in the past (conference, regionals, state, invites etc)?
_____
_____
_____

Has your team attended a MITCA Team State Championships in the past? _____

If yes, which year(s) _____
Have you attended the meet as a spectator? Yes No

Requirements:
45 volunteers
Team of officials

MITCA will absorb the cost of trophies, medals and volunteer t-shirts. The host will be responsible for paying all other costs including timing. Michiana Timing is the preferred timer for all MITCA events. If you would like a quote for hosting the MITCA Team State meet from MICHIANA please email don@michianatiming.com. If you would like to host but prefer to hire your own timer there will be a $300 fee for Power rankings, Data Entry, Oversight and Meet Program development. In addition, please provide additional documentation including the following information; timing equipment used, age of equipment, access to day-of backup equipment in case of failure, years of experience of head timer, are you able to provide live online results etc…

The host will receive all the profits from the gate, concessions, parking etc.
MITCA will receive all the profits from T-shirt sales.

All host Schools will be asked to fill out a post meet information sheet. The information on the sheet will include overall assessment of the day, a report of incidents, attendance, money earned from parking and money earned from Concessions. A sample is provided.
Will your school be willing to complete this form? YES or NO

Your Facility:

# of lanes _____
# of PV pits _____
# of LJ pits _____
# of HJ pits _____
# of restrooms Male____Female____
# of Hurdles_____

Seating Capacity of Stadium_____
PA Sytem Yes No
Lights Yes No
Distance to Nearest Shelter _____ yds
Concession Stand: yes no

Please attach the following:

Directions
Aerial view
List of 3-4 hotels in the area
Less than one page about why your facility is the best fit for our meet.
Less than one page about how your facility/community is unique and could benefit the event.
If you are planning to use another timer besides Michiana please include the required documentation.

Please forward this application and all attachments to:
David Emeott
MITCA Meet Director
7186 Old Lantern Dr
Caledonia MI 49316

Questions? Email Dave Emeott
David.emeott@kentwoodps.org

Sample: # Post Meet Evaluation Form

Host School_____
Meet Director_____

Temperature_____ Overall Weather_____

Overall perception of the day
_____
_____

Anything MITCA could have done to help more?
_____
_____

Total Number of Volunteers-
Track _____
Field- _____
Concession- _____
Parking _____
Hospitality _____
Management _____
Other _____

Total _____

Attendance _____
Total cars Parked _____
Concession amounts _____

Any Incidents occur at the meet we should be notified of? (provide additional documentation if needed)
_____
_____