



ARCTIC WINTER GAMES BID TEMPLATE

Communities interested in bidding to host an Arctic Winter Games (AWG) should carefully review this manual and reports from previous AWG before making a final decision to develop a "Bid to Host". Once the decision has been made to submit, the bid should be based on this bid template, although other formats are acceptable provided all major components of a Games are addressed in the bid.

The AWG Staging Manual provides significant detail on the hosting of an AWG. The Arctic Winter Games International Committee (AWGIC) is the final authority in determining bid requirements. Once a host community is selected, these are detailed in an extensive contract with that community.

In an AWG bid, communities should be prepared to address the following:

1. GENERAL

- A Proposed dates
- B Climatic conditions (10 year average)
 - 1. Temperature
 - 2. Snow (amount)
 - 3. Winds
 - 4. Other
- C Population
 - 1. Within city limits
 - 2. Surrounding area
- D Community achievements. (Provide short description, dates and numbers)
 - 1. Major non-sporting events
 - 2. Sport events (provide short description, dates and numbers)
- E. Describe available sport facilities (size, sport use, spectator seating, locker rooms, showers etc.) and their proposed use in relation to the sports currently in the Games. Identify any facility improvements required and any sport facility deficits that will not/cannot be corrected. Describe plans to overcome facility deficits.
- F. Describe available non-sport facilities (size, use, spectator seating).



- G. Support for staging the Games (attach copies of letters).
- H. Bidding Committee (names and backgrounds).

2. RESPONSIBILITIES

- A. Describe the proposed host organization and provide details as to responsibilities, management structures, staffing, volunteer management and other related factors (Note: One community government must have overall management responsibility for the Games).
- B. Identify, where possible, the individuals who will head up key committees. Provide relevant background information on each.

3. SPORT

- A. Identify, where possible, the individuals who will head up each sport committee. Provide relevant background information on each.
- B. For each AWG sport held in the most recently completed Games, provide details on the size and structure of the local sport organizations that would assist in running these events.
- C. Sport Officials - Identify number of certified volunteers available in each sport and plans to increase the number certified.

4. CARE AND COMFORT

- A. Accommodation - Identify sites and then cross reference these against the requirements identified in the AWG Staging Manual (Note: all participants must be accommodated in the same community).
- B. Hotels - Identify number of beds per establishment and provide details on other services available for mission staff, officials and special guests.
- C. Communications - Identify the locations and interrelationships of the Games village office, results centre, sport venues and participant villages, media centre and other related facilities.



- D. Food Service - Identify the location(s), seating capacity, proposed method of management, availability of satellite food services, proximity to accommodation venues and other factors.
- E. Medical - Provide a summary of a Games medical plan including number of doctors, nurses and physiotherapists; medical infirmary, existing hospital and emergency services; first aid plans, ambulance services and veterinarian services.
- F. Security - Provide a summary of a Games security plan including security philosophy, venue management, affiliation with local law enforcement and other factors.
- G. Transportation - Provide a summary of a Games transportation plan including team arrival and departure plans, local airport capacity, customs resources, local bussing capacity, equipment moving resources, local vehicle rental services, venue parking and other factors.
- H. Recreation/Participant Services – describe the recreation/entertainment services anticipated to be offered to Games' participants (pin trading tents, dances, etc.).

5. PUBLIC RELATIONS

- A. Opening and Closing Ceremonies - Provide a summary of a Games opening and closing ceremonies plan including specific facility recommendations.
- B. Media - Summarize local and regional media resources and their potential involvement with the Games.
- C. Promotional Resources - Provide a summary of a Games promotional and marketing plan including a summary of similar local experience in fund raising through the corporate sector.



6. FINANCE

- A. Capital Budget - Provide a draft budget including proposed revenues and letters of support if possible.
- B. Operations Budget - Provide a draft budget including proposed revenues and letters of support, if possible, and expenditure projects for all major areas. (It is strongly recommended that bidders not understate budgets for competitive purposes, as this will have significant impact on fundraising staff or volunteers.)

7. ADDITIONAL INFORMATION

- A. Cultural Activities – Provide a general description of the cultural program to be provided (see the [AWG Cultural Policy](#)).
- B. Entertainment - Provide a general description of the types and level of entertainment activities being proposed, both for the public and for Games' participants.
- C. Visitor Services – Describe how visitor services will be managed.
- D. Volunteer & Protocol
 - 1. Volunteers - provide the estimated number of volunteers required and how they will be recruited.
 - 2. Guest Services – describe what arrangements will be made for special guests.
 - 3. Welcome & Send Off – describe how participants will be welcomed and sent off.
 - 4. Special Programs – provide a description of the special programs that will be offered to participants.
- E. Provide any additional information that may be of assistance in evaluating your bid.