The Hartford NATIONALS

Champions Compete Here

Request for Proposals
2030-2031



MOVE UNITED | The Hartford

The Hartford NATIONALS

Request For Proposal

Move United uses sports to push what's possible so everyone, regardless of ability, has equal access to sports and recreation in their community. Established in 1956, Move United is proud to serve wounded warfighters, youth and adults with disabilities.

The information within this document should be used as a guide for organizations and cities interested in bidding to host The Hartford Nationals. Move United will evaluate bids with consideration for the following:

- A progressive partner focused on access and opportunity for all
- Accessible and sophisticated venues and hotel properties
- Experience in event management
- Support of the local community
- Ability of host organization to develop, lead, and manage a strong local organizing committee (LOC) with the ability to generate local event sponsorships, resources, and media opportunities
- Affordability of the event for participants

Nationals Cycles & Bid Deadlines

The Hartford Nationals operates on a 2-year cycle for the host city and Local Organizing Committee. It is our goal to move the event around the country every 2 years.

Bids for 2030-2031 and beyond are being accepted through June 1, 2027. If Move United receives a strong bid prior to the deadline, we reserve the right to move forward awarding the bid at an earlier date.

www.moveunitedsport.org

MOVE UNITED | The Hartford

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From the Director of Competition

Dear Prospective Bid Organizations and Cities,

On behalf of Move United and our member network nationwide, we would like to thank you for your interest in hosting The Hartford Nationals conducted by Move United. The Hartford Nationals date back to 1957 and our junior portion of the championship was the largest annual multi-sport event for young athletes with physical, visual, and/or intellectual impairments in the United States. An anticipated 575+ athletes and coaches, 250+ volunteers, and families, friends, and spectators bring the event to life.

Move United seeks progressive cities and local organizations with experience in sport event management to host The Hartford Nationals, which occurs annually in July. Nationals is an avenue for youth and adult athletes to showcase their abilities through sport and to promote physical activity and socialization. Additionally, the event serves as an opportunity for individuals to advance along the athlete pipeline that may one day lead them to the Paralympic Games.

Please read through this document to learn about Move United, The Hartford Nationals and its history, and The Hartford Nationals bid process, next steps, and quick facts for your consideration. Additionally, we invite you to explore the The Hartford Nationals Planning Blueprint to dive deeper into the logistics involved in running the event.

Please feel free to contact us with questions about the bid process for the upcoming years or explore the possibility of hosting the event in the future. Thank you again for your interest in partnering with Move United on one of our signature events.



Susan B. Rossi, MNpS, CTRS
Competition Director, Move United

About Move United

Move United is the national leader in community adaptive sports. Since 1956, Move United has been redefining disability by providing year-round sports and recreation opportunities to people with a wide range of disabilities offering more than 70 different adaptive sports. Through our national network of more than 240 community Member Organizations, Move United serves over 100,000 individuals with disabilities of all ages each year.

Move United is an official Affiliate of the U.S. Olympic & Paralympic Committee and a recognized partner with numerous sports organizations including the Professional Ski Instructors of America, USA Archery, Adaptive Track & Field USA and TrueSport. Recognition of Move United includes the U.S. Olympic & Paralympic Committee's Amazing Leader Award and 2019 and 2024 Rings of Gold Award, as well as the 2021 Robert Wood Johnson Foundation Sports Award.

With hundreds of internal and external partners, from member organizations, to hospitals, to disability organizations and sports organizations, Move United is leading a movement so that no one is left on the sidelines and everyone gets in the game.

The Hartford Nationals Overview

The Hartford Nationals conducted by Move United is the largest, longest-running national championship for youth and adult athletes with a physical disability, visual impairment, or intellectual disability. The weeklong event features competition, education, and social opportunities across archery, boccia, para powerlifting, paratriathlon and aquathlon, shooting, swimming, track and field, and wheelchair tennis — and serves as a major pipeline to elite-level competition.

Why host The Hartford Nationals?
LOC and Host Site Benefits

- Economic impact exceeding $2,500,000
- A unique opportunity to highlight a commitment to diversity, equity, and inclusion for youth and adults with a disability
- Over 450 volunteer opportunities for community engagement in serving a diverse population
- Legacy of training and education around adaptive sport
- Greater public awareness of the Paralympic movement as our country prepares to host the 2028 Paralympic Games and Olympic Games in L.A.
- Local, regional, and national media exposure
- Full page ad in the event program
- Logo on event collateral materials
- Public address announcements during event
- Exposition booth
- Premium insert into registrant goody bags

Host Partner Promotion

The Host Agency (or Partner) is encouraged to place at least one ad in the Move United magazine to highlight the event and their destination as a means to encourage those in the adaptive sports field to attend the event. The ad should be placed in the issue prior to the event's registration deadline. Move United magazine is the leading adaptive sports publication and is printed three times a year and offered free of charge to individuals with disabilities and others involved in adaptive sports. The current circulation is over 40,000.

Past Host Cities

Nationals

- 2027 – Grand Rapids, MI
- 2026 – Grand Rapids, MI
- 2025 – Grand Rapids, MI
- 2024 – Hoover, AL
- 2023 – Hoover, AL
- 1995 – Boston, MA
- 1994 – Leesburg, VA
- 1993 – Boston, MA
- 1992 – Salt Lake City, UT
- 1991 – Hempstead, NY
- 1990 – Kingston, RI
- 1989 – Ft. Washington, PA
- 1988 – Edinboro, PA
- 1987 – Houston, TX
- 1986 – Urbana-Champaign, IL
- 1985 – Edinboro, PA
- 1984 – Johnson City, TN
- 1983 – Honolulu, HI
- 1982 – Marshall, MN
- 1981 – Seattle, WA
- 1980 – Urbana-Champaign, IL
- 1979 – Queens, NY
- 1978 – Fishersville, VA
- 1977 – San Jose, CA
- 1976 – Farmingdale, NY
- 1975 – Urbana-Champaign, IL
- 1974 – Cheney, WA
- 1973 – Jackson Heights, NY
- 1972 – Jackson Heights, NY
- 1971 – Jackson Heights, NY
- 1970 – Jackson Heights, NY
- 1969 – Jackson Heights, NY
- 1968 – Jackson Heights, NY
- 1967 – Jackson Heights, NY
- 1966 – Jackson Heights, NY
- 1965 – Jackson Heights, NY
- 1964 – Jackson Heights, NY
- 1963 – Jackson Heights, NY
- 1962 – Jackson Heights, NY
- 1961 – Jackson Heights, NY
- 1960 – Jackson Heights, NY
- 1959 – Jackson Heights, NY
- 1958 – Jackson Heights, NY
- 1957 – Garden Heights, NY

Junior Nationals

- 2022 – Westminster / Thornton, CO
- 2021 – Westminster / Thornton, CO
- 2020 – Denver, CO *cancelled
- 2019 – Eden Prairie, MN
- 2018 – Ft. Wayne, IN
- 2017 – Middleton, WI
- 2016 – Middleton, WI
- 2015 – Union County, NJ
- 2014 – Ames, IA
- 2013 – Rochester, MN
- 2012 – Mesa, AZ
- 2011 – Saginaw, MI
- 2010 – Deerfield, IL
- 2009 – St. Louis, MO
- 2008 – Piscataway, NJ
- 2007 – Spokane, WA
- 2006 – Tampa, FL
- 2005 – Tampa, FL
- 2004 – Mesa, AZ
- 2003 – New London, CT
- 2002 – New London, CT
- 2001 – Piscataway, NJ
- 2000 – San Jose, CA
- 1999 – Albuquerque, NM
- 1998 – Bellevue, WA
- 1997 – Mesa, AZ
- 1996 – Birmingham, AL
- 1995 – Ft. Collins, CO
- 1994 – Edmond, OK
- 1993 – Columbus, OH
- 1992 – Orlando, FL
- 1991 – Princeton, NJ
- 1990 – Ft. Collins, CO
- 1989 – Cupertino, CA
- 1988 – Johnson City, TN
- 1987 – Lawrenceville, NJ
- 1986 – Valley Forge, PA
- 1985 – Fisherville, VA
- 1984 – Dover, DE

Quick Facts

Sport Competitions

- Archery
- Boccia
- Para Powerlifting
- Paratriathlon and Aquathlon
- Shooting
- Swimming
- Track and Field
- Wheelchair Tennis

Event Structure

- Event overall: Wednesday through following Thursday
  - Set-up and preparation: Wednesday and Thursday
  - Classification: throughout the week
  - Welcome Ceremony: Friday
  - Competition: Saturday through Thursday
  - Closing Celebration: Thursday

***Event structure may change with growth of event*

Attendance

- 2026 included 428 athletes and 182 coaches as well as family members and fans
- Anticipate 5% growth annually

Room Nights/Hotel Information

- Host hotel room night needs exceed 1500
- 225 rooms per night minimum on peak nights
- Host hotel utilized for participant check-in, classification, educational sessions, coaches meetings, and storage
- Minimum meeting room space needs of 9000 sq ft

Venues

- Accessible, sophisticated venues desired
- Venue specifics outlined below

Local Investment

- The Hartford Nationals budget exceeds $350,000 annually with typically $100,000 to $150,000 supported by the local host

Event Management Roles

The list of key roles and their responsibilities below is subject to change.

Move United Responsibilities Led by the Competition Department and supported by the entire Move United Team.

- Set the strategic direction of The Hartford Nationals
- Offer expertise in event management and sport for athletes with a disability from the inception of the bid through execution
- Work with the LOC Event Lead to ensure a smoothly planned and executed event
- Contract and manage a relationship with a host hotel
- Lead the subcommittees through tasks and timelines
- Manage the online registration system and process entries
- Manage the event management system and competition results
- Coordinate the Move United staff and national support team supporting them in lodging, travel, local transportation, and per diem
- Secure national sponsors and partners
- Design, produce, and manage marketing assets
- Create and activate a national outreach plan
- Set the event schedule
- Generate revenue to sustain the national budget of the event Provide event insurance
- Support a network of sanctioned competitions as qualifiers for The Hartford Nationals Request national classification, when applicable
- Request National Governing Body (NGB) and International Federation (IF) sport sanctioning, when applicable
- Host an outreach and information table throughout the event
- Produce credentials, event apparel, goody bags, and other items for athletes, coaches, volunteers, staff, and support team members
- Design, produce, and distribute awards for top finishers and teams
- Supply competition equipment
- Create and populate The Hartford Nationals app
- Create and compile results from the event evaluation

Move United National Support Team Responsibilities The National Support Team is managed by the Move United Competition Department and consists of national sport leads, a national logistics team, and national classifiers and officials. These individuals guide, plan, and implement various aspects of the event.

Local Organizing Committee (LOC) Responsibilities A local committee with expertise in event management and sport to work alongside a national team.

- Generate revenue to sustain the local budget of the event
- Identify, secure, and manage sport and event venues
- Identify and secure relationship with a host hotel with a competitive room rate that is within a 10-mile (20 minute) radius of competition venues and a 30-mile (45 minute) radius of a major airport
- Coordinate food and beverage throughout the event
- Plan special events to include the Welcome Ceremony, the Closing Celebration, and social/educational opportunities
- Provide meal plan vouchers to LOC, Move United staff, and other event staff
- Recruit and coordinate volunteers
- Manage event details to include local signage, local photography/video, livestream, logistics, risk management, accessibility, etc.
- Utilize The Hartford Nationals brand throughout the event
- Secure a Medical Director to provide onsite medical coverage and create an emergency action plan for all venues

<u>Event Lead</u>

- Serve as Chairperson of LOC
- Recruit and manage the LOC
- Develop and oversee the local budget and ensure local revenue development
- Provide event direction on the following
    - Site visits and venues selection in cooperation with Move United
    - Agreements and relationships between LOC and facilities' contacts alongside Move United staff
    - Host hotel as well as alternative hotels for the event

Move United and LOC Joint Responsibilities

- Promote the event locally and nationally with a shared outreach plan. Both parties share the event's media rights, including television, radio, video, and photography.
- Utilize branding and signage to acknowledge the partnership of Move United and the LOC throughout the venues the week of the event.
- Solicit sponsorship, cash, and in-kind donations and create a shared recognition plan to acknowledge sponsors.
- Keep regular and consistent communication
- Ensure timely communication out to the public
- Sell merchandise, if applicable
- Provide support for necessary site visit(s)
- Document procedures and streamlines processes for future renditions of The Hartford Nationals.

Working Subcommittees Subcommittees consists of national and local individuals to cover planning and management of the event.

Administration and Registration

- Move United responsibilities
  - Host Hotel – Contract with host hotel, with assistance from LOC. Secure room block for participants as well as Move United staff and national support team.
  - Participant Check-In – Manage event day participant check-in area.
  - Awards and Results – Design, order, and distribute medals and awards throughout the week of competition. Manage event results and post online.
  - Accommodations – Work with sign language interpreter to ensure all events requiring service are covered and financially support this service.
  - Registration – Manage the online registration system and process entries. Create and populate The Hartford Nationals event application.
- Local responsibilities
  - Host Hotel – Serve as LOC liaison with host hotel. Financially support costs associated with meeting space and food and beverage, if applicable.
  - Participant Check-In – Support event day participant check-in area, which entails obtaining supplies and equipment, set-up/break down, and providing local information to attendees.
  - Awards – Assist with medal distribution throughout the week of competition
  - Accommodations – Research and recommend sign language interpreter services and other accommodations, as requested.

Hospitality and Member Engagement

- Move United responsibilities
  - Event Website – Host event website and populate event information
  - Socials and Local Attractions – Assist with planning of socials, as needed.
  - Post-Event Economic Impact Report – In cooperation with the LOC, conduct post-event economic impact report.
  - Hospitality Tent and Information Table – Host a hospitality tent for registered participants at track and field and an event information table at all venues.
- Local responsibilities
  - General – Collect and distribute information about the host city.
  - Event Website – Provide local content
  - Registration – Pre-event, provide meal plan information including related fees to be embedded in the registration system

Hospitality and Member Engagement (continued)

- Local responsibilities (continued)
  - Food and beverage – Own the meal plan for registrants and staff, and, where applicable, family members and volunteers. F&B to include daily lunch Saturday to Thursday, Closing Celebration, staff snacks, etc.
  - Socials and Local Attractions – Lead planning of socials and opportunities to visit local attractions.
  - Post-Event Economic Impact Report – In cooperation with Move United, conducts post-event economic impact report.

Education & Clinics

- Move United responsibilities
  - Solicit interest in and manage execution of educational sessions and sport clinics.
- Local responsibilities
  - Assist, as needed, with educational sessions and sport clinics
  - Offer suggestions for local leaders to present sessions at the event
  - Secure equipment, as requested

Logistics and Transportation

- Move United responsibilities
  - Secure and deliver all sports equipment, unless noted elsewhere as an LOC responsibility
  - Set up, maintain, and take down sports' venues throughout the week
  - Transportation – Secure rental vehicles for Move United staff and national support team. Create a transportation plan for these individuals.
- Local responsibilities
  - Coordinate with Move United team to rent logistical items such as tents, tables, portable toilets, and storage units for the event
  - Provide onsite management of procured items, signage, hydration and ice, sports equipment, and trash/recycling management
  - Offer support to the Move United logistics team for set up and take down of venues and other duties at venues throughout the week
  - Secure sports equipment, as requested by Move United

Marketing & Outreach/Public Relations

- Move United responsibilities
  - Create a national PR and Marketing plan and provides onsite media relations
  - Coordinate national photography and videography of the event
  - Design and order overall event signage and create a placement plan Merchandise and Apparel:
  - Design and order event t-shirts, staff apparel, goody bags, bibs, credentials and lanyards, event giveaways, etc.
  - Order recognition items for national supporters and contributors
  - Design and order event awards and medals
- Local responsibilities
  - Create a local PR and Marketing plan in cooperation with Move United nationally
  - Coordinate local photography and videography of the event
  - Promote event locally and provides onsite media relations
  - Work with local vendors to provide onsite merchandise with brand oversight from Move United
  - Order recognition items for local supporters and contributors

Medical & Risk Management

- Move United responsibilities
  - Provide event insurance coverage
  - Maintain Move United event waiver system
  - Devise an emergency action plan for all event venues in the case of a medical issue, security threat, or weather instance in partnership with the LOC
  - Assign Risk Management lead for each venue and overall event
- Local responsibilities
  - Recruit onsite medical coverage and organize onsite medical spaces ensuring Emergency Medical/1st aid is provided at all venues during competition
  - Secure a Medical Director, provide onsite medical coverage, and create an Emergency Action Plan for all venues
  - Devise an emergency action plan for all event venues in the case of a medical issue, security threat, or weather instance in partnership with Move United

Special Event Production

- Move United responsibilities
  - Assist with VIP reception for Welcome Ceremony in cooperation with LOC
  - Establish run of show for Welcome Ceremony and Closing Celebration
  - Assist LOC with securing keynote speakers
- Local responsibilities
  - Identify, secure, plan, and financially support costs associated with Welcome Ceremony, Closing Celebration, and socials
  - Lead VIP reception for Welcome Ceremony in cooperation with Move United
  - With Hospitality subcommittee, establish meal plan for special events
  - Secure local guests of honor, keynote speakers, emcees, DJs

Sponsorship & Revenue Development

- Move United responsibilities
  - Raise funds to cover agreed upon budget line items
  - Recruit national financial and in-kind donors/sponsors
  - Provide recognition of national supporters prior to, during, and after event
  - Solicit vendors and creates vendor plan for week of event
  - Serve as point of contact for sponsors and vendors before and during the event
- Local responsibilities
  - Raise funds to cover agreed upon budget line items
  - Recruit local financial and in-kind donors/sponsors
  - Provide recognition of local supporters prior to, during, and after event

Sport

- Move United responsibilities
  - Support up to two individuals to lead nationally each sport on the program
    - Oversee the competitive program for their respective sport
    - Recruit officials and sport specific resources, as requested
    - Ensure event results are accurate and posted
  - Procure equipment and supplies in conjunction with local/national logistics teams
  - Provide sport specific onsite volunteer management
  - Request and support national classification opportunities
  - Request national and, if applicable, international sanctioning with National Governing Bodies/International Federations

Sport (continued)

- Local responsibilities
  - Identify and support one to two individuals with expertise in each applicable sport on the competition program to serve as local sport lead(s)
    - Oversee the competition venue for their respective sport in pre-planning and week of event with onsite presence at event
    - Recruit local officials and sport specific resources
  - Make sport specific recommendations on sponsorship and athlete recruitment channels
  - Procure equipment and supplies in conjunction with local/national logistics teams
  - Make recommendations to the Volunteer Coordinator for sport specific recruitment

Volunteers

- Move United responsibilities
  - Set volunteer policies for the event
  - Create volunteer needs by day to include roles to be filled, number of volunteers needed, and descriptions of each role
  - Assist LOC with a volunteer outreach and recruitment plan
- Local responsibilities
  - Select a volunteer coordinator that has connections to the community and experience in volunteer recruitment
    - Role best to be shared among two to three people the week of the event to ensure coverage at all events and to avoid burnout for coordinator
  - Create a volunteer outreach and recruitment plan a minimum of 6 months prior to event alongside Move United
  - Create and maintain a volunteer sign up site listing needs and policies around volunteering
  - Recruit and assign volunteers, both individuals and groups
  - Provide onsite volunteer management and recognition

Sport (continued)

- Local responsibilities
  - Identify and support one to two individuals with expertise in each applicable sport on the competition program to serve as local sport lead(s)
    - Oversee the competition venue for their respective sport in pre-planning and week of event with onsite presence at event
    - Recruit local officials and sport specific resources
  - Make sport specific recommendations on sponsorship and athlete recruitment channels
  - Procure equipment and supplies in conjunction with local/national logistics teams
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  - Create a volunteer outreach and recruitment plan a minimum of 6 months prior to event alongside Move United
  - Create and maintain a volunteer sign up site listing needs and policies around volunteering
  - Recruit and assign volunteers, both individuals and groups
  - Provide onsite volunteer management and recognition

Host Hotel Requirements and Considerations

Hotel Requirements

- Hotel offers a competitive and affordable room rate under $200 per night inclusive of taxes, fees, and parking
- Hotel is located within 10 miles (20 minutes) of all competition venues
- Hotel is located within 30 miles (1 hour) of major airport
- Hotel offers 225+ rooms on peak nights for event block (minimum ⅔ two bed setup)
- Hotel offers all ADA rooms for event block
- Hotel will provide shower chairs for event guests on first-come, first-serve basis
- Hotel is wheelchair accessible including nearby accessible parking, accessible access into the facility, accessible routes to guest rooms and meeting space, and limited carpeted pathways throughout the hotel
- Hotel has ADA toilet facilities nearby to meeting rooms and the toilets are operational
- Hotel includes free parking and ample accessible parking spaces
- Hotel parking lot accommodates larger vehicles (buses, cargo vans, trucks, PODs)

Average room night request

*Based on avg. 2025 & 2026 room nights Tuesday: 10

- Wednesday: 25
- Thursday: 90
- Friday: 180
- Saturday: 200
- Sunday: 215
- Monday: 170
- Tuesday: 140
- Wednesday: 110
- Thursday: 70

Hotel Contract Considerations

- Hotel is willing to negotiate with Move United's HelmsBriscoe agent
- Hotel contract will include complimentary rooms clause
- Hotel contract will waive attrition or, if included, be no greater than 80%
- Hotel block will remain open until 2 weeks prior to start of event
- Hotel contract will not include an AV exclusivity clause
- Hotel contract will event signage to be hung in public areas at no or reduced cost
- Hotel contract will include a 5:00am breakfast start on competition days

Host Hotel Requirements and Considerations

Hotel Considerations and Amenities

- Hotel has 3 or more guest elevators
- Hotel is willing to temporarily remove bathroom doors for duration of guest stay in guest rooms if doorway is too narrow to accommodate a wheelchair
- Hotel offers an airport shuttle free of charge to guests
- Hotel has a restaurant and bar onsite
- Hotel allows outside food and beverage
- Hotel offers free breakfast to guests within room block OR hotel will cater breakfast for guests within room block (to be paid for by Local Organizing Committee)
- Hotel has breakfast area large enough to serve 75 OR hotel will reserve meeting space for private breakfast area
- Guest rooms include refrigerator and microwave
- Guest room rate includes free in-room Wi-Fi
- Hotel has a pool that is accessible to all guests and has a pool lift chair
- Hotel is within ¼ mile of local restaurants and/or attractions

Staff Meeting Space & Storage Area Checklist

Anticipated 2030 Schedule*

- Day 1 - 10: Wednesday, July 10 - Friday, July 19

Venue

- Venue has 2 - 3 meeting rooms, 500 - 1000 sq. ft. per room at host hotel
- Preference for rooms adjacent to Athlete & Coach Check-In area
- Venue is wheelchair accessible including nearby accessible parking, accessible access into the facility, accessible routes to meeting space, and limited carpeted pathways throughout
- Venue has ADA toilet facilities nearby and the toilets are operational
- Meeting spaces are secure with access by Move United staff via key

Equipment

- Tables and chairs
- Free Wi-Fi for event staff
- Accessible water stations with cups provided
- Sufficient outlets for multiple computers and event radios charging station
- Trash & recycling bins

Participant Check-In Meeting Space Needs

Anticipated 2030 Schedule*

- Day 1: Wednesday, July 10
  - Event set up
- Day 2: Thursday, July 11
  - Event set up
- Day 3 - 10 : Friday, July 12 - Thursday, July 18
  - Participant check-in
- Day 11: Friday, July 19
  - Event tear down

Venue

☐ Venue is 3,000 sq. ft. or larger preferably at host hotel

☐ Venue is wheelchair accessible including nearby accessible parking, accessible access into the facility, accessible routes to meeting space, and limited carpeted pathways throughout

☐ Venue has ADA toilet facilities nearby and the toilets are operational

☐ Venue is willing to provide Move United staff 24 hour access to the space

Equipment

☐ Tables and chairs

☐ High-speed color laser copier

☐ Free Wi-Fi for event staff

☐ Accessible water stations with cups provided

☐ Sufficient outlets for multiple computers

☐ Vendor/sponsor area (within or adjacent to check-in)

☐ Trash & recycling bins

*Subject to change pending venue availability and final sport competition program

Athlete Classification Meeting Space Needs: Archery, Boccia, Para Powerlifting, Track & Field

Anticipated 2030 Schedule*

- Day 1 - 2: Thursday, July 11 - Friday, July 12
  - 3 rooms - Track & field classification
- Day 4: Sunday, July 14
  - 2 rooms - Boccia & Para Powerlifting classification (1 room each)
- Day 5 : Monday, July 15
  - 3 rooms - Archery, Boccia, & Para Powerlifting classification (1 room each)
- Day 6: Tuesday, July 16
  - 1 room - Archery classification

Venue

☐ A minimum of 500 sq. ft. per private meeting room preferably at host hotel
☐ Preference for rooms adjacent to Participant Check-In area
☐ Venue is wheelchair accessible including nearby accessible parking, accessible access into the facility, accessible routes to meeting space, and limited carpeted pathways throughout
☐ Venue has ADA toilet facilities nearby and the toilets are operational
☐ Venue has outdoor, accessible grass area and long paved surface for track and field

Equipment

☐ Tables and chairs
☐ One adjustable height massage table per room
☐ Room divider if utilizing larger space that will be divided into private areas
☐ Free Wi-Fi for event staff
☐ Accessible water stations with cups provided
☐ Sufficient outlets for multiple computers
☐ Trash & recycling bins

*Subject to change pending venue availability and final sport competition program

Coaches' Meetings Space Needs

Anticipated 2030 Schedule*

- Day 1 - 6: Friday, July 12 - Wednesday, July 17

Venue

- Venue is 1,500 sq. ft. or larger preferably at host hotel
- Venue to be set up in theater style
- Venue is wheelchair accessible including nearby accessible parking, accessible access into the facility, accessible routes to meeting space, and limited carpeted pathways throughout
- Venue has ADA toilet facilities nearby and the toilets are operational

Equipment

- Tables and chairs
- Free Wi-Fi for event staff
- Accessible water stations with cups provided
- Outlets for presentations
- Trash & recycling bins

*Subject to change pending venue availability and final sport competition program

Welcome Ceremony Venue Needs

A celebration bringing together athletes, coaches, family members, sponsors, spectators, and community members to welcome all in attendance and thank contributors.

Anticipated 2030 Schedule*

- Day 1: Thursday, July 11
  - Venue set up and branding: Minimum 6 hours
- Day 2: Friday, July 12
  - Ceremony: 5pm - 8:30pm
  - Venue tear down

Venue

- Venue has capacity to hold 500 total attendees
- Venue has staging area, parade route, and congregating area for presentation
- Venue may be outdoor or indoor. Preference for indoor in case of inclement weather
- Venue is wheelchair accessible including nearby accessible parking and accessible access into the facility
- ADA toilet facilities are nearby and operational (indoor plumbing preferred)
- Venue can be closed to the public for duration of use
- Venue can be cleared of excess equipment and barriers
- Accessible spectator seating is available for 500 or more
- Shaded/climate-controlled area for VIP reception
- Free Wi-Fi connection is available for event team

Equipment

- Tables and chairs
- Stage/platform with accessible ramp
- PA sound system and video capabilities
- Announcer/Master of Ceremonies
- Opening speaker (optional) and entertainment
- Additional needs TBD based on venue type
- Trash & recycling bins

*Subject to change pending venue availability and final sport competition program

Closing Celebration Venue Needs

A celebration concluding the event to recognize accomplishments, present awards, and thank sponsors while remaining athlete-focused. The celebration is typically indoors with a sit-down meal. A party for the athletes to immediately follow the meal.

Anticipated 2030 Schedule*

- Day 1: Thursday, July 18
  - Venue set up and branding: Minimum 4 hours
  - Ceremony: 5pm - 8:30pm
  - Venue tear down

Venue

- Venue has capacity to hold 400 total attendees
- Venue is indoors
- Venue is in location convenient to host hotel
- Venue is wheelchair accessible including nearby accessible parking and accessible access into the facility
- ADA toilet facilities are nearby and operational
- Venue can be closed to the public for duration of use
- Venue can be cleared of excess equipment and barriers
- Free Wi-Fi connection is available for event team

Equipment

- Tables and chairs
- Stage/platform with accessible ramp
- PA sound system and video capabilities
- Announcer/Master of Ceremonies
- Closing speaker (optional) and entertainment
- DJ and/or music playlist
- Additional needs TBD based on venue type
- Trash & recycling bins

*Subject to change pending venue availability and final sport competition program

Sport Venue Space Needs & Considerations

General Considerations

- Comply with ADA guidelines
- Accessible and ample parking (to include trailers, trucks, and buses)
- Hydration stations to include coolers with water & sports drinks for athletes and coaches
- Concession area and/or food vendor(s)
- Electrical supply
- Free access to WiFi – required for Move United team and LOC and desired by participants and spectators
- Lighting for early morning and late night sessions at outdoor venues
- Medical/first aid area and risk management plan
- Operational accessible restrooms/accessible portable outdoor toilets checked frequently for cleanliness within close proximity to venue
- Spectator seating to include accessible seating areas
- Trash and recycle vestibules
- Vendor/expo area
- Volunteer check in/information area
- Utility carts to transport equipment/water
- Curb cuts and/or flat access to event areas or portable, ADA approved ramps that lie flush with the surface if curb-free access is not available

Risk Management

Safety is the most important aspect of event management. The LOC shall devise and communicate an Emergency Action Plan (EAP) alongside Move United for all competition venues in the case of health concerns, inclement weather, natural disaster, and/or a security issue. Ultimately, the LOC must provide a safe, accessible environment for athletes, coaches, spectators, staff, and volunteers.

Archery Venue & Equipment Needs

Anticipated 2030 Schedule*

- Day 1: Tuesday, July 16
  - Range set up and branding of venue: 6 hours minimum
- Day 2: Wednesday, July 17
  - Practice: 8am - 6pm
- Day 3: Thursday, July 18
  - Competition: 8am - 1pm
  - Range tear down: 1pm - 4pm

Competition Venue

- Venue is wheelchair accessible including nearby accessible parking and accessible access into the facility
- ADA toilet facilities are nearby and operational (indoor plumbing preferred)
- Ample parking available for 50 or more participants and coaches
- Venue has 100M x 100M outdoor flat field (AstroTurf or grass) ex: soccer field
- Venue can be closed to the public for duration of use
- Venue can be cleared of excess equipment and barriers
- Irrigation for grass field can be turned off at minimum 24 hours in advance of the competition and throughout the duration of use of venue
- Accessible spectator seating is available for 50 or more
- Shaded/climate-controlled area for officials available
- Sports Medicine area with water and ice access available
- Free Wi-Fi connection is available for event team
- Venue has lights over field area for early morning set up or late evening tear down
- Area available to set up information booth, sponsors/vendors tables, and awards table

Equipment

- PA system
- Electronic timing system
- Target butts and stands (15+)
- Tents, tables, and chairs
- Trash and recycling bins
- Utility carts for equipment transport

*Subject to change pending venue availability and final sport competition program

Boccia Venue & Equipment Needs

Anticipated 2030 Schedule*

- Day 1: Sunday, July 14
  - Court set up and branding: minimum 5 hours
- Day 2: Monday, July 15
  - Practice/Clinic/Competition (TBD): 8am - 6pm
- Day 3: Tuesday, July 16
  - Competition: 8am - 6pm
  - Venue tear down: 6pm - 8pm

Competition Venue

- Venue is wheelchair accessible including nearby accessible parking and accessible access into the facility
- ADA toilet facilities are nearby and operational
- Venue has indoor gymnasium (minimum 2 basketball courts; 6–8 courts total)
- Gymnasium allows marking or painters tape to be placed on floors to create courts
- Competition area is quiet and can be closed to the public for duration of use
- Competition area can be cleared of excess equipment and barriers
- Accessible spectator seating is available for 20 or more
- Sports Medicine area with water and ice access available
- Free Wi-Fi connection is available for event team
- Area available to set up information booth, sponsors/vendors tables, and awards table

Equipment

- PA system
- One 50"+ TV/monitor per court (minimum of 6 TVs/monitors)
- Tables and chairs
- Trash and recycling bins

*Subject to change pending venue availability and final sport competition program

Para Powerlifting Venue & Equipment Needs

Anticipated 2030 Schedule*

- Day 1: Monday, July 15
  - Competition area set up and branding: minimum 5 hours
  - Weigh-in: 4pm - 8pm
- Day 2: Tuesday, July 16
  - Weigh-in: 9am - 1pm
  - Competition: 1pm - 9pm
  - Tear down: if time allows
- Day 3: Wednesday, July 17
  - Tear down: if not complete

Competition Venue

- Venue is wheelchair accessible including nearby accessible parking and accessible access into the facility
- ADA toilet facilities are nearby and operational
- Venue has 8,500+ sq ft of indoor gymnasium space (~2 basketball courts) away from crowds or other noise
- Venue has private room cleared of tables/chairs/etc (~500 sq ft,) near competition area that can be used for athlete weigh in
- Accessible spectator seating is available for 100 or more - portable bleachers preferred
- Competition area can be closed to the public for duration of use
- Competition area can be cleared of excess equipment and barriers
- Sports Medicine area with water and ice access available
- Free Wi-Fi connection is available for event team
- Area available to set up information booth, sponsors/vendors tables, and awards table

Equipment

- PA system
- Four 60"+ TV monitors for projecting event program and scores
- Wheelchair accessible scale (measures in kilograms)
- 2 Eleiko or Eagle Sportschairs para powerlifting benches (for warm-up area)
- 2 Eleiko 20kg powerlifting bars (for warm-up area)
- 2 Powerlifting plate sets (weights) in kilograms (for warm-up area)
- Tables and chairs
- Trash and recycling bins
- Raised platform for livestream camera

*Subject to change pending venue availability and final sport competition program

Paratriathlon & Aquathlon Venue & Equipment Needs

Anticipated 2030 Schedule*

- Day 1: Monday, July 15
  - Competition area set up and branding: minimum 5 hours
  - Course preview: 2pm - 4pm
- Day 2: Tuesday, July 16
  - Competition: 7am - 11am
  - Tear down: 3 hours

Competition Venue

- Venue is wheelchair accessible including nearby accessible parking and accessible access into the facility
- ADA toilet facilities are nearby and operational (indoor plumbing preferred)
- Venue includes open water course 200 yd in length minimum
  - Venue has transition zone adjacent to water that can accommodate 30+ equipment pieces (upright bikes, tandems, handcycles, racing chairs)
- Venue has closed roads and/or wide paths for biking (12 miles [6 miles out and back])
- Venue has closed roads and/or wide paths for run (3 miles [1.5 miles out and back])
- Accessible spectator seating is available for 20 or more
- Competition area can be closed to the public for duration of use
- Competition area can be cleared of excess equipment and barriers
- Shaded/climate-controlled area for officials available
- Sports Medicine area with water and ice access available
- Free Wi-Fi connection is available for event team
- Area available to set up information booth, sponsors/vendors tables, and awards table

Equipment

- PA system
  - Electronic timing system
- Bike racks
- Lifeguards with open water experience
- Kayaks for lifeguards
  - Tents, tables, and chairs
  - Trash and recycling bins
- Generator
- Utility carts for equipment transport
- AccessTrax or other accessible portable pathway

*Subject to change pending venue availability and final sport competition program

Shooting Venue and Equipment Needs

Anticipated 2030 Schedule*

- Day 1: Sunday, July 14
  - Competition area set up and branding: minimum 5 hours
- Day 2: Monday, July 15
  - Practice: 9am - 5pm
- Day 3: Tuesday, July 16
  - Competition (qualifying rounds): 9am - 5pm
- Day 4: Wednesday, July 17
  - Competition (finals): 8am - 12pm
  - Tear down: 3 hours

Competition Venue

- Venue is wheelchair accessible including nearby accessible parking and accessible access into the facility
- ADA toilet facilities are nearby and operational
- Venue is indoor air rifle range
  - Venue has electronic targets at 10 meters (Megalink, SIUS, or Elite Scorer)
  - Venue has backstop preventing .177 lead pellet ricochet
  - Venue has waiting area for athlete preparation
- (or) Venue has 8,500+ sq ft of indoor gymnasium space (~2 basketball courts) with minimal external noise and light
- Venue has secure overnight storage area for air rifles and other equipment
- Accessible spectator seating is available for 30 or more
- Competition area can be closed to the public for duration of use
- Competition area can be cleared of excess equipment and barriers
- Sports Medicine area with water and ice access available
- Free Wi-Fi connection is available for event team
- Area available to set up information booth, sponsors/vendors tables, and awards table

Equipment

- PA system
- Tables and chairs
- Trash and recycling bins

*Subject to change pending venue availability and final sport competition program

Swimming Venue and Equipment Needs

Anticipated 2030 Schedule*

- Day 1: Tuesday, July 16
  - Competition area set up and branding: minimum 4 hours
  - Practice: 2pm - 5pm
- Day 2: Wednesday, July 17
  - Competition (long course): 7am - 12:30pm
  - Competition (short course): 3pm - 8pm
- Day 3: Thursday, July 18
  - Competition (short course): 7am - 12:30pm
  - Tear down: 3 hours

Competition Venue

- Venue is wheelchair accessible including nearby accessible parking and accessible access into the facility
- ADA toilet facilities and locker rooms are nearby and operational. Need for toilet facility for officials and fans separate from athlete area. Divided locker room area for youth versus adults.
  - Venue has indoor 50m pool with 8+ lanes with moveable, accessible bulkhead for 25yd conversion
  - Pool has a depth of at least 4.5ft (1.35m) at starting area
  - Deck space has 12–15ft minimum for wheelchair access
  - Venue has operational chair lift with trained staff
- Venue has officials' room (on or near pool deck) approx. 200+ sq. ft.
- Venue allows event signage to be hung within the pool deck
- Venue has electronic timing and scoreboard, desired
- Venue has livestream capability, desired but not required
- Accessible spectator seating is available for 150 or more
- Competition area can be closed to the public for duration of use
- Competition area can be cleared of excess equipment and barriers
- Sports Medicine area with water and ice access available
- Free Wi-Fi connection is available for event team
- Area available to set up information booth, sponsors/vendors tables, and awards table

*Subject to change pending venue availability and final sport competition program

Swimming Venue and Equipment Needs

Equipment

- Announcer and PA system
- Lifeguards
- Accessible starting blocks (each lane)
- Accessible moveable bulkhead (utilize ramp, if needed)
- Automatic timing system and operator with video display board
- Lap counters
- Tables and chairs
- Trash and recycling bins

Athlete Classification Meeting Space Needs: Swimming

Anticipated 2030 Schedule*

- Day 1 - 2: Monday, July 15 - Tuesday, July 16
  - Swim classification, 2 rooms - 8am - 6pm

Venue

- A minimum of 500 sq. ft. per private meeting room at aquatic facility
- Preference for rooms adjacent to pool deck
- Venue has one pool lane available with diving block for duration of classification sessions
- Venue is wheelchair accessible including nearby accessible parking, accessible access into the facility, accessible routes to meeting space, and limited carpeted pathways throughout
- Venue has ADA toilet facilities nearby and the toilets are operational

Equipment

- Tables and chairs
- One adjustable height massage table per room
- Room divider if utilizing larger space that will be divided into private areas
- Free Wi-Fi for event staff
- Accessible water stations with cups provided
- Sufficient outlets for multiple computers
- Trash & recycling bins

Track & Field Venue and Equipment Needs

Anticipated 2030 Schedule*

- Day 1: Thursday, July 11
  - Competition area set up and branding: all day
- Day 2: Friday, July 12
  - Competition area set up: all day
  - Practice: 1pm - 4pm
- Day 3 - 4: Saturday, July 13 - Sunday, July 14
  - Competition: 6:30am - 8:30pm
- Day 5: Monday, July 15
  - Competition: 6:30am - 1pm
  - Tear down: 6 hours

Competition Venue

- Venue is wheelchair accessible including nearby accessible parking and accessible access into the facility
- ADA toilet facilities are nearby and operational (indoor plumbing preferred)
- Venue will turn Irrigation system off a minimum of 24 hours in advance of competition and keep it off during practice/competition
- Venue will provide an irrigation system map for seated pit area
- Venue has temperature-controlled room of 500+ sq ft near field for weights and measures and implement storage
- Venue has area for 40+ team tents
- Venue has accessible press box or designated area for timing company and announcers (speaker system, microphone, electricity, WiFi)
- Venue has scoreboard with live results display
- Accessible spectator seating is available for 250 or more
- Competition area can be closed to the public for duration of use
- Competition area can be cleared of excess equipment and barriers
- Sports Medicine area with water and ice access available
- Free Wi-Fi connection is available for event team
- Shaded/climate-controlled area 400 sq. ft. or larger for officials available
  - Area available to set up information booth, sponsors/vendors tables, and awards table

*Subject to change pending venue availability and final sport competition program

Track & Field Venue and Equipment Needs

Competition Venue (continued)

Field events

- Venue has at least 1 permanent shot put, discus, and javelin area (2 of each preferred)
- Venue has 2 long jump/triple jump runways (flush with ground, sand-filled pits)
- Venue has high jump area
- Venue has caged discus area
- Venue has level, smooth, preferably paved javelin runway
- Venue has 100yd x 120yd accessible, flat, freshly mowed grass field (8–10 seated throwing areas)
- Seated field area accepts 24" stakes (4 per pit) for throwing chair tie-downs

Track events

- Venue has 400-meter outdoor oval track with 2 parallel straightaways and 2 single-radius turns
- Venue has 20'x20' minimum area outside of track near entrance at the 100m start to support athlete staging
- Track has multiple accessible entrances/exits
- Track has 8+ lanes, minimum 42 in. (1.06m) wide
- Track has clearly visible white lane lines
- Track has a level surface (maximum 1:100 inclination)
- Track has mondo or similar surface
- Track has inside rail
- Track’s lane markings are consistent with World Athletics rules
- Track’s finish line is at spectator stand side
- Venue has track survey certifying World Athletics compliance and submitted to Move United at time of venue rental
- Venue has 20 ft by 40 ft (minimum) level area to serve as call room/staging area at or near 100m start line with accessible track access
    - Venue has electricity at finish line accessible to timing company

Track and Field Venue and Equipment Needs

Equipment

All events

- Announcer and PA system
- Large misting fans
- Industrial freezer
- Tents, tables, and chairs
- Trash and recycling bins
- Utility carts for equipment transport
- Generators
- 3 storage PODs (minimum 16 ft) for event and athlete equipment

Field events

- 60 fencing panels (12 ft x 6 ft) for seated throw cages
- Rakes, brooms, and water hose (connected to source) for horizontal jumps
- High jump equipment (standards, bar, pads)
- Portable wind gauge
- Fully automated timing system and operator(s) for live field results

Track events

- Starting blocks (minimum 9)
- Fully automated timing system and operator(s) with 2 cameras for live track results
- Lap counter with bell
- Covered steeplechase area (if applicable)

Wheelchair Tennis Venue and Equipment Needs

Anticipated 2030 Schedule*

- Day 1: Friday, July 12
  - Competition area set up and branding: minimum 4 hours
- Day 2: Saturday, July 13
  - Competition: 8am - 8pm
- Day 3: Sunday, July 14
  - Competition: 8am - 5pm
  - Tear down: 3 hours

Competition Venue

- Venue is wheelchair accessible including nearby accessible parking and accessible access into the facility
- ADA toilet facilities are nearby and operational (indoor plumbing preferred)
- Venue has 6–10 hard outdoor court surface tennis courts
- Venue has entry gates and doorways of at least 4ft width
- Venue has level pathways to courts at least 4ft wide, 6ft wide preferred
- Venue has available indoor courts for inclement weather
- Venue has shaded/climate-controlled area for officials
- Accessible spectator seating is available for 50 or more
- Competition area can be closed to the public for duration of use
- Competition area can be cleared of excess equipment and barriers
- Sports Medicine area with water and ice access available
- Free Wi-Fi connection is available for event team
- Area available to set up information booth, sponsors/vendors tables, and awards table

Equipment

- Tennis balls (180+)
- Announcer and PA system
- Access to electrical power
- Large misting fans
- Tents, tables, and chairs
- Trash and recycling bins
- Indoor secure storage area for equipment or storage POD
- Utility carts for equipment transport

*Subject to change pending venue availability and final sport competition program

Move United Equipment Loaner Program

Move United will provide competition equipment on a loaner basis. Move United will pay for the equipment to be transported to and from the host city. Once the equipment arrives in the host city. The LOC, in cooperation with the national logistics team, is responsible for ensuring items are cared for and accounted for at the end of the event to return to the place of origin. Below is a list of equipment owned by Move United that can be transported, if needed, to the event.

General

- Buckets, clipboards, state flags, walkie talkies, cones, extension cords, sandwich boards and event signage, 10x10 and 10x20 branded tents, stop watches, and basic office supplies

Archery

- Lane numbers, 13 x archery stands and target butts, target faces, wind flags, field paint, and paint striping machine

Boccia

- Floor tape, iPads/computer system, competition ball sets, officials' kits

Para Powerlifting

- 2 x Eleiko para powerlifting benches, bars, and kilogram weight sets, 1 x Eagle para powerlifting bench, 2 x light kits, and straps, floor tape

Paratriathlon and Aquathlon

- Directional signage, buoys, AccessTrax for beach access, swim caps, race belts

Shooting

- Electronic target system (contracted, if not available locally), shooting tables, SH2 shooting stands, air tanks, shooting backdrop

Swimming

- Pool mats, staging area baskets

Track & Field

- Implements, paint and paint striping machine, weights and measures kit, measuring tapes, ratchet straps, stakes, hip numbers, officials' flags, lap counter with bell, towels, and staging area baskets

Wheelchair Tennis

- Balls

The full Move United inventory of equipment can be requested through our Competition Department.

Sample Budget

The Hartford Nationals total budget exceeds $400,000. The LOC portion of the budget is typically $150,000; however, note that much of the LOC budget can be secured through in-kind contributions. General budget buckets for the LOC are listed below.

When seeking national level sponsors that exist locally, the LOC will consult with Move United to ensure that there is not a conflict with existing Move United national level sponsors. Overall event sponsorship will be recognized mutually. Move United will take the lead on annual Nationals sponsorship requests nationally with the LOC if preexisting relationships exist.

Local Budget

- General program operations
- Venue rental and permitting
- Hotel meeting space rental and permitting
- Food and beverage
  - Hydration stations – water, sports drinks, ice, etc.
  - Lunches for daily meal plan for participants that purchase, staff, support team (officials, classifiers, etc), and volunteers, when applicable
  - Dinners for staff and support team (officials, classifiers, etc), on evenings when competition runs over dinner hour
  - Snacks for participants, volunteers, and staff
  - Welcome Ceremony meal, if applicable
  - Closing Celebration dinner
  - Breakfast (if not included with host hotel contract) for those in room block
- Awards and recognition
  - LOC and local sponsor recognition
- Classification
  - Classification space rental
  - Supplies (ie: hand sanitizer, sanitizing wipes)
- Contract and support staff
  - Local Event Director and/or contract staff salary
  - Athletic trainer and medical staff
  - Sport announcer(s) fees
  - Special guest speakers fees
  - Local officials' stipends and per diem
  - LOC stipends and per diem, if applicable
- Special Events
  - Welcome Ceremony and Closing Celebration venue rental, etc.
  - Socials

Sample Budget

Local Budget (continued)

- Program marketing
  - Year specific signage (local)
    - Local sponsors
    - Volunteer recruitment and event flyers
  - Photography/Videography
    - Local photographer and/or videographer services
  - Promotional supplies
    - Local giveaways
    - Event merchandise to sell or give away
- General and sport specific equipment
  - Tent rental - average number and size needed listed below
    - 20 x 40: 2
    - 20 x 20: 1
    - 10 x 10: 40
  - Tables and chairs rental - average number needed listed below
    - Tables: 80 8-ft.
    - Chairs: 420
  - Gator/utility carts - minimum of 8 carts used throughout the week at various locations
  - Storage PODS - minimum of 3 15 ft. units
  - Port-O-Potty - minimum of 5 used throughout the week at various locations
  - AC/portable mister, if excessive heat is expected
  - Electronic timing system
    - Archery
    - Paratriathlon
    - Swimming
    - Track and field
  - Construction fencing for seated field
  - U-Haul / cargo van rental to transport equipment
- AV equipment
  - PA system and speakers
  - TV monitors
- Office supplies
  - High speed color laser copy machine
  - 2 cases of 8 ½ x 11 paper
- Medical supplies
  - Medical supplies as requested by athletic trainers

A detailed budget for The Hartford Nationals can be requested through the Move United Competition Department. When a bid city is selected, the budget will be reviewed in depth and adjusted as needed. A Memorandum of Understanding will be established between Move United and the LOC outlining final programmatic and budget responsibilities.

Deadline and Contact Info

If your organization is interested in hosting The Hartford Nationals in 2030 and 2031, please submit your bid application by June 1, 2027.

Supplemental Documents:

- The Hartford Nationals Bid Application

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