



# 2024

## HOST PROSPECTUS GUIDE



**ASCE** AMERICAN SOCIETY  
OF CIVIL ENGINEERS

Proposal Deadline January 1, 2025

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# INTRODUCTION

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This prospectus has been developed to facilitate the submission of comprehensive competitive proposals for hosting the *2026 ASCE Civil Engineering Student Championships* as agreed upon by the host and ASCE. It contains a proposed minimum schedule of events, as well as budget guidelines and suggestions about gathering all necessary information you will need to propose a plan. The current competitions being conducted at the Civil Engineering Student Championships are the: ASCE Concrete Canoe Competition, ASCE UESI Surveying Competition, and ASCE Sustainable Solutions Competition. Your proposal will be reviewed by ASCE staff and the ASCE Committee on Concrete Canoe Competitions (C4) who has the authority to select the location for the Student Championships.

While challenging, hosting the Civil Engineering Student Championships is also enjoyable and fun. Hosting includes a wide array of event planning and project management challenges to prepare for the ASCE Student Championships. In recent years, new competitions have been added to the ASCE Student Symposia line-up expanding the activities hosts may potentially include much like a regional Student Symposium. In 2026, opportunities for exhibition of (or conducting) additional competitions may become part of the plan if mutually agreed upon. One of the privileges of hosting is made possible by a provision allowing the host school to enter competing teams into all Civil Engineering Student Championships, and be eligible for all awards and scholarships, regardless of whether they win their symposium competitions. The host school may also take a bye for any or all the competitions and participate in the following year's competitions at the Student Championships.

Finally, ASCE has recently adopted a Society-wide policy regarding our events environment, ensuring that all attendees are able to participate fully in an atmosphere that is free of harassment and discrimination based on any identity-based factors. This [Code of Conduct](#) will ensure that our members reap the full benefit of the 2026 ASCE Civil Engineering Student Championships. We thank you in advance for supporting this policy.

If you have any questions regarding the information contained in this prospectus, or would like additional information, please contact Leslie Payne at ASCE (410-474-0920).

Schools selected for further consideration will be notified as soon as possible. Send your completed proposal to:

Leslie Payne, IOM., CAE. Aff.M.ASCE  
Director of Student and Younger Member Programs & Pre-college Outreach  
American Society of Civil Engineers  
[lpayne@asce.org](mailto:lpayne@asce.org)

# PROPOSED EVENT SCHEDULE

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Day	Time	Student Participants
Check-in Day	3:00 -8:00 pm	Check-In and Registration
	8:00-9:00 pm	Team Captains' Meetings (Concrete Canoe and Surveying)
Day #1	7:00 – 8:30 am	Breakfast
	8:00 am-Noon	Registration
	7:30 am-Noon	Surveying Presentations
	8:00 am-2pm	Surveying Equipment Practice
	8:00 am – 11:30 am	Surveying Team Photos
	7:30-11:00 am	Canoe Display Set-up/Team Photos/Flotation Tests
	11:00-11:30 am	Canoe Team Captains' Meeting
	11:30 am-Noon	Group Photo (Canoe)
	Noon-1:30 pm	Lunch
	Noon – 4:00 pm	Check-In and Registration (Sustainable Solutions)
	1:30-5:00 pm	Canoe Display Judging
	1:00-3:00 pm	Surveying Presentations
	3:00 – 3:30 pm	Group Photo (Surveying)
	4:00-6:00 pm	Sustainable Solutions Poster Session with Fan Favorite Voting
	4:00 – 6:00 pm	Surveying Project Drawing Sets Display
	6:00-10:00 pm	Welcome Address/Dinner
Day #2	7:00 – 9:00 am	Breakfast
	7:00 – 7:30 am	Team Captains Meeting (Surveying)

	7:30 – 8:00 am	Team Captains Meetings (Canoe, Sustainable Solutions)
	7:30 am – Noon	Surveying Field Tasks
	8:00 am-Noon	Canoe Technical Presentations
	8:15 am – 8:45 am	Group Photo (Sustainable Solutions)
	8:45 am – 10:00 am	Sustainable Solutions Team Photos
	10:00 am-Noon	Sustainable Solutions Presentations
	11:00 am-1:00pm	Lunch
	1:00-1:30 pm	Canoe Team Captains' Meeting
	1:00 – 4:30pm	Sustainable Solutions Presentations
	1:00- 5:00 pm	Surveying Field Tasks
	1:30-5:30 pm	Canoe Technical Presentations
	4:30 pm – 5:00 pm	Sustainable Solutions Appeals
	6:00-8:00 pm	Dinner/Activity (optional)
Day #3	6:00-7:30am	Breakfast (at canoe race site)
	7:30-8:00 am	Canoe Team Captains' Meeting
	8:00 am-Noon	Canoe Sprint and Slalom Races

	8:30 am – 11:00 am	Sustainable Solutions and Surveying Expo Activities/Tour (event and exact time tbd, including grab and go breakfast)
	Noon-1:00 pm	Lunch
	1:00-3:00 pm	Canoe Petite & Grand Sprint Finals
	7:00-10:30 pm	Awards Banquet
Check-out Day	8:00 am-Noon	Check-out

# PROPOSAL TO HOST

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Proposals to host the 2026 Student Championships will be reviewed and finalists will be selected during the 2024-2025 school year. ASCE staff and a representative from the Committee on Concrete Canoe Competitions will make an initial site visit to the campuses of the most qualified bidders and the host will be selected by May 2025 to allow for the 2026 location to be announced at the 2025 Championships. With sites and accommodations reserved, the host school will have the 2025-2026 school year to arrange logistics and build the volunteer base. A second site visit may be required by ASCE Headquarters to finalize details concerning the location.

Qualified sites which are not selected will be competitive for selection for the following year, provided the proposal is updated to reflect the later Student Championships date.

To select the most qualified host for the Civil Engineering Student Championships, ASCE requests that interested Student Chapters submit a Proposal to Host by January 1, 2025, and include the following information:

## **UNIVERSITY OVERVIEW**

Provide a brief description of the university. Include a letter endorsing your Student Chapter's plans to host the event signed by a university official (i.e., - Chancellor, Department Head, Dean of College). Attach brochures or descriptive literature to provide additional information about the university.

## **ASCE STUDENT CHAPTER OVERVIEW**

Briefly describe the university's ASCE Student Chapter, its size and level of student engagement, and outline a plan for how the duties of the host school will be distributed between students, staff, and volunteers.

## **PROPOSED DATES**

Provide at least two sets of proposed dates for the Student Championships incorporating the weekends of June 2026.

## **ACCOMMODATIONS**

### **Student Championships Participant Housing**

To help keep costs low for students, it is a goal of the event to schedule as much of the weekend as possible on the grounds of the university. To this end, campus dormitory housing is the preferred accommodation plan for student participants. However, if space is limited and rooming

options must be located off-campus (i.e., hotel room block), ASCE will consider approving reasonable options close to campus. The host school should meet with university housing officials to determine availability and rates. For the proposal, include summary information and schematics of the selected housing, indicating proximity to other event locations. Include photographs of dorm rooms/suites, and/or hotel accommodations. The following are criteria for student participant housing:

Concrete Canoe teams have up to 10 official team members, ASCE UESI Surveying teams have a maximum of six members, and Sustainable Solutions teams may bring up to five. Many teams bring more than just their official members. A reasonable estimate of housing needs would be to allow for a minimum of 21 slots per conference represented. (approximately 450 students) Guidance regarding attendance for additional Society-wide finals spectators will be provided by ASCE staff.

Check-in should begin mid-afternoon the day prior to the first day of the Championships. Check-out must be no earlier than 8:00 AM the day after the last day of the Championships.

Accommodations must be clean, safe, and secure.

The host school manages all coordination of student participant housing, including:

- working with university officials/hotel management to secure the space
- negotiating contracts
- reserving and assigning rooms for all teams
- providing linens in all rooms
- administering the check-in and check-out of all residents
- ensuring campus security

If on-campus housing is not sufficient, indicate an alternate plan, proposing several hotels near the university as student participant housing. If off-campus housing is the only viable alternative, the host school will be responsible for securing all rooms, notifying teams of accommodation alternatives, and managing the room block contract and pick-up rate.

### **Competition Officials Housing**

ASCE staff and competition officials are traditionally housed in a nearby hotel, separate from the accommodations used for housing students. It is preferable that the hotel(s) selected be close and convenient to the university and race site. The following are minimum criteria for housing for competition officials:



### Availability of Rooms

Date	Rooms Required
1 day prior to Check-in Day	5
Check-in Day	31
Day #1	31
Day #2	31
Day #3	31

ASCE welcomes recommendations. If a university hotel is used, rates must be comparable to reasonable rates off-campus. ASCE Headquarters will manage the hotel contract, room block coordination and payment. The host school will have no responsibility for competition officials' housing once the property selection is made.

### MEALS

Hosts should plan for meals, taking into consideration possible dietary restrictions, for all attendees throughout the Championships weekend. Alcohol is prohibited at Championships events. ASCE will be responsible for the cost of meals for ASCE staff, competition officials, and other ASCE invited guests and Society-level sponsors. Charges will be paid upon receipt of invoice for the meals rendered. The following is a typical meal plan for hosts:

#### Day One

- *Breakfast* – Cafeteria fare
- *Lunch* – Cafeteria fare / boxed lunches for officials (to be provided in meeting rooms for Canoe and Surveying)
- *Welcome Dinner* – An informal dinner for all participants and fun social event for students

#### Day Two

- *Breakfast* – Cafeteria fare
- *Lunch*– Cafeteria fare / boxed lunches for officials (to be provided in meeting rooms for Canoe, Surveying, and Sustainable Solutions) and sponsors
- *VIP Dinner (Responsibility of ASCE)* – ASCE is grateful for recommendations for a private party of up to 35 people. Options should allow officials to experience local hospitality and cuisine.
- *Student Dinner* - The host should also suggest local restaurants, fun activities and local attractions for students in lieu of providing an evening meal.

## Day Three/Race Day

- *Breakfast* – Continental breakfast (muffins, pastries, fruit) with juice/coffee to be provided at the race site. An additional breakfast location may be needed based on location of Sustainable Solutions and Surveying Expo activities/tour.
- *Lunch* – Boxed lunches or catered lunches for all participants and competition officials.
- *Awards Banquet* – The Awards Banquet traditionally draws 550-600 people and shall be held in facility designed to accommodate such events. A banquet hall on campus would be preferred, but not required. The location should be convenient to the campus.
  - *Time:* 7:00 pm – 10:30 pm
  - *Set Up:* Tables; raised stage, podium, and microphone in front of room; three draped award tables to the side of the podium; two draped registration tables at entrance to room. AV set-up.
  - *Menu:* Plated dinner with as much preset as possible.

## CHAMPIONSHIPS VENUES

The host school is responsible for locating and securing the venues for the Civil Engineering Student Championships as agreed upon and required throughout the event. For the proposal, describe these available venues and include maps and photographs.

### All Competitions:

- **Championships Check-in area**
  - Participants will pick up their room keys, swag, t-shirts, and check-in before the event.
- **Location for Championships Welcome Address**
  - Area large enough (could be outside or inside) to accommodate all participants for a short Welcome Address and distribution of participation plaques
  - Available microphone
- **Meet the Championships Sponsors area**
  - Area large enough (could be outside or inside) to accommodate all sponsors to exhibit information and greet students and faculty
  - Tables, chairs, and other needs as indicated by individual sponsor companies
  - Guest competition exhibitors could be included in this area
- **Championships Awards Banquet hall**
  - Capacity of 550-600 (Students, team advisors, sponsors, guests)
  - Stage
  - Available AV

- **Championships Check-out area**
  - Participants will return their room keys and check out after the event.
- **Secure storage area for materials sent by (or for) ASCE**
  - Plan for receiving/storing/securing materials such as awards
  - Locate in a central area near presentations
  - Plan for easy access by ASCE staff
  - Workspace in or nearby the storage area for ASCE staff

## **ASCE Concrete Canoe Competition:**

- **Secure storage area for shipped canoes or other competition products**
  - Plan for receiving/storing/securing these materials
- **Concrete Canoe Trailer parking**
  - Sufficient for 25 trailers
  - Drop-off/loading area near the Display Area
- **Concrete Canoe Team Captains' Meeting room**
  - This room should accommodate 75-100 people
  - AV and microphone available, if required
- **Canoe Display Judging area**
  - An area on campus where up to 25 canoe teams can set up for display judging, to include room for the canoe and the table display
  - Each team area should have enough room so that judges and observers are able to move freely around and between the displays
- **Alternate Display Day area (in case of rain)**
  - An area large enough to accommodate canoe display judging in case of rain
- **Weigh-in/measuring/flotation test area**
  - Canoes must be weighed and measured and pass a flotation test prior to Display Judging
  - This area should be near the Display area and have enough room to provide a reasonable “flow” through the area.
- **Concrete Canoe Technical Presentation auditorium**
  - An auditorium with seating for up to 400 people
  - Stage
  - Tables for judges
  - AV equipment
- **Concrete Canoe Judges meeting room**
  - A meeting room for 10-15 people, available on Display Day
  - Should be near the Display Area
- **Committee on Concrete Canoe Competitions (C4) meeting room**
  - A meeting room for 10- 15 people, available on Technical Presentation Day
  - Should be near the Technical Presentation Auditorium
- **Concrete Canoe Race site**
  - A lake sufficiently large to accommodate the racecourse
  - Sufficient room available for canoe trailers to drop-off and pick-up canoes

- Sufficient parking for trailers and participants
- Sufficient room for all teams to be close to the water and observe
- An area where canoes can be launched into the water and retrieved after a race
- Available restrooms and other sanitation services
- Available electricity

## **ASCE/ UESI Surveying Competition:**

- **Surveying Judges/Committee meeting room**
  - A secure meeting room for 10-15 people, easily accessible to staff, and available throughout the event, Check-In Day through Check-out Day (morning)
  - Should be near the Surveying presentation room and field tasks area
  - Should be large enough to accommodate storage of field surveying equipment
  - Location should have access to Wi-Fi to allow judges to share scoring information.
- **Surveying Team Captains' Meeting room**
  - This room should accommodate 75-100 people
  - AV and microphone available, if required
- **Surveying Project Presentation room**
  - An auditorium with seating for up to 50 people
  - Tables for judges
  - AV equipment
- **Surveying Topographic Mapping Project Drawing Sets Display area**
  - Area for teams to display their topo-map drawing sets (similar to a poster session, but with tables). This should be paired with the poster session for Sustainable Solutions. There should be space around the tables for team members to stand and talk with attendees.
- **Surveying Field Tasks area**
  - Field tasks can be manipulated to fit the area available. Category I should have an area approximately 100'x100'. Category II should have a linear distance over 500'. Category III Task D: The building stakeout will need an area of approximately 30'x30' per team competing at the same time. Category IV Task F: Determine proposed sewer depth and cut can be linear or have angle points to fit the area available. Surveying Field Task area should be close to public restrooms (campus buildings unlocked on the weekend) and have shaded areas nearby.

## **ASCE Sustainable Solutions Competition:**

- **Sustainable Solutions Judges/Committee meeting room**
  - A meeting room for 10-15 people, available throughout the event, Day #1 through Check-out Day (morning)
  - Should be near the Sustainable Solution presentation room
  - Location should have access to Wi-Fi to allow judges to share scoring information.
- **Sustainable Solutions Team Captains' Meeting room**

- This room should accommodate 75-100 people
- There should be a microphone available, if required
- **Sustainable Solutions Technical Presentation auditorium**
  - An auditorium with seating for up to 125 people
  - Stage optional
  - Tables for judges
  - Power access for judges
  - AV equipment
- **Sustainable Solutions Poster Display area and/or Design Build area**
  - Area needed will be dependent on project challenge presented in the rules.
  - Ample space (at least 6 feet) should be provided between each poster to allow teams to stand with their poster and talk with attendees
  - Space to display QR codes for Fan Favorite voting

## TRANSPORTATION

Provide a detailed plan for transporting student participants to and from all events as required. Plan for the transport of canoes that are shipped to the staging area, to/from the race site, in cases where participants do not have a trailer or other means of canoe transport.

## HOST RESPONSIBILITIES

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**Please read the [ASCE Code of Conduct](#) for Events. ASCE is committed to creating environments where participants can participate fully in an atmosphere that is free of harassment and discrimination based on identity-based factors.**

### **General Logistics**

Host school is responsible for arranging dormitory/sleeping rooms, meeting space, and catering to conduct on-site activities. If a contract with the host school's internal conference services or event management department is needed, the host school agrees that the contract will be signed by the school's engineering or student services department on behalf of the student chapter.

Host school also agrees to make all necessary contractual arrangements with all off-site services required for the Championships (e.g., race site rental, outside caterers).

A signed Acknowledgment of Contractual Arrangement must accompany your proposal. (See [Acknowledgement of Contractual Arrangement](#))

### **Marketing and Communications**

Host school will connect ASCE media relations staff with university media and marketing team. This effort will be conducted jointly. The host is responsible for printing the Championships souvenir program using files provided by ASCE Graphic Design team. T-shirts with all sponsor logos are also the hosts responsibility.

### **Check-in Day – Student Championships Registration**

Host school staffs a table to manage registration for dorm rooms for team members, and to distribute all meal tickets, name badges, programs, t-shirts, and other necessary information.

Host school is responsible for securing space, providing direction signs, and providing set up as required for the registration area. The host school also is responsible for hanging banners promoting the event and identifying local and Society-level sponsors in and around the registration location and the area where the canoe displays will be held.

### **Check-in Day – Concrete Canoe Team Captains’ Meeting**

Host school is responsible for securing the space and directing the set-up. Host school is responsible for presenting the organization of the event and other information to the teams at this meeting.

### **Check-in Day – Surveying Team Captains’ Meeting**

Host school is responsible for securing the space and directing the set-up. Host school is responsible for presenting the organization of the event and other information to the teams at this meeting.

### **Day One – Breakfast**

Host school organizes and coordinates this meal for all student participants.

### **Day One – Judges/Committee Meeting Rooms (Canoe, Surveying, and Sustainable Solutions)**

Host school is responsible for securing the space and directing the set-up. Lunch shall be provided for judges/committee members in these rooms.

### **Day One - Canoe Display Set-up & Judging**

Host school is responsible for securing space and directing the set-up of the canoe judging area. Host school is also responsible for seeing that all canoes shipped to the event are stored safely and transported to and from the canoe judging area. A plan and instructions for moving teams and hauling their canoes in and out of the area is also the responsibility of the host school.

The host school is responsible for providing:

- Scale capable of weighing canoes (canoes typically weigh between 100-250 lbs., but can weigh up to 800 lbs.)

- Swamp tank (access to a swimming pool is acceptable)
- Stopwatch for the flotation test
- Scale for weighing concrete cylinders, accurate to 0.01 grams
- Tape measure (at least 25 ft.)

### **Day One – Team and Event Photos**

Host school will locate and/or hire a photographer for individual team photographs. *Additionally, a volunteer event photographer(s) should be engaged to help with overall promotional and publicity efforts throughout the weekend.*

### **Day One – Surveying Presentations**

Host school is responsible for securing the space, directing the set-up, and contracting for the required audiovisual equipment for the presentations (tentatively to be two grounded power plugs, two projector screens, and a computer projection unit) as well as a microphone and speaker system.

The host school is also responsible for providing at least one audio visual technician to be always present in the room. This person is required to assist in the set-up for each of the presentations to ensure that teams stay within the allotted time. In addition, the host school must provide a minimum of two volunteers to serve as “official timers” (and two stop watches) during the presentations and provide one volunteer to MC the event. Four students are required throughout the day. Host school is responsible for transportation to/from this event if it is located off campus. This event is closed to public viewing. Only classmates/family of the presenting team may be in the room during the presentation. One student will be required at each doorway to the room to ensure that only teammates of the presenting school are admitted for any given presentation.

### **Day One – Surveying Equipment Practice**

Space will be needed in an outdoor area to practice with the equipment. UESI committee members will run the practice. One student is needed to run any errands for extra equipment or tools.

### **Day One – Canoe Team & Surveying Team Captains Meetings (2 spaces)**

Host school is responsible for securing the spaces and directing set-up.

### **Day One – Meet the Sponsors**

Host school is responsible for securing the space and directing set-up. ASCE Staff will be a liaison to Society-level sponsors and coordinate logistics with the host.

### **Day One – Lunch**

Host school organizes and coordinates this meal for all participants. Lunches for officials provided in respective meeting rooms.

### **Day One – Sustainable Solutions Poster Display**

Host school is responsible for securing the space and directing set-up.

- Area needed will be in a high traffic area where other teams can vote on Fan Favorite.
- Space for approximately 17-20-posters plus room for the teams to stand with their poster (minimum 6 feet apart).
- Area outside of presentations room to display posters as well.
- Notification to teams to bring an easel if one will not be provided to everyone. If teams must bring their own easel, provide specifications as to what size the easel should be.

Fan Favorite voting for posters:

- All individual registered attendees may participate in voting, not only participants for the Sustainable Solutions Competition.
- Host to display ASCE-provided QR code for scanning and voting in multiple locations around poster display,

### **Day One – Surveying Topographic Mapping Project Drawing Sets Display**

Host school is responsible for securing the space and directing set-up. Coordinate with Sustainable Solutions poster session setup.

### **Day One - Welcome Address for All Participants**

Host school is responsible for securing the space, directing the set-up, and contracting for the required audio equipment for the welcome address. Two ten foot tables will be needed for the team participation plaques to be handed out by ASCE.

### **Day One - Transportation to Dinner/Social Activity if Needed**

Host school is responsible for providing transportation to/from the welcome dinner and evening activities for students, if held off campus.

### **Day Two - Breakfast**

Host school organizes and coordinates this meal for all students.

### **Day Two – Canoe and Sustainable Solutions Oral Presentations (2 spaces)**

Host school is responsible for securing the space, directing the set-up, and contracting for the required audiovisual equipment for the oral presentations as defined in the 2025 rules (tentatively to be two grounded power plugs, two projector screens, and a computer projection unit) as well as a microphone and speaker system. The host school will secure a tabletop for judges and should (for canoe) post a stage/judging diagram approximately one month prior to the competitions on the Championships website.



- The host school is also responsible for providing that at least one audio visual technician be always present in the auditorium. This person is required to assist in the set-up for each of the presentations to ensure that teams stay within the allotted set-up period. In addition, the host school must provide a minimum of two volunteers to serve as “official timers” (and two stop watches) during the technical presentations and provide one volunteer to MC the event. Three to four students are required throughout the day. Host school is responsible for transportation to/from this event if it is located off campus. These events are open to public viewing. One student will be required at each doorway to the auditorium/room to ensure that people only enter in between presentations.

### **Day Two - Surveying Field Tasks**

Host school is responsible for securing the space and directing set-up and tear down.

### **Day Two - Lunch**

Host school organizes and coordinates this meal for all participants. Lunches for officials provided in respective meeting rooms.

### **Day Two - C4 Rules Committee Meeting**

Host school is responsible for providing a suitable meeting room from 8:00 am – 5:00 pm for the Rules Committee. Lunch, projector, and screen shall be provided for C4 members and judges in this room.

### **Day Two – Judges/Committee Meeting Rooms (Surveying and Sustainable Solutions)**

Host school is responsible for securing the space and directing the set-up. Lunch shall be provided for judges/committee members in these rooms.

### **Day Two – Canoe, Sustainable Solutions, and Surveying Team Captains’ Meetings (3 spaces)**

Host school is responsible for securing the space and directing set-up and tear down.

### **Day Two - (Optional) - Dinner/Evening Activities for Students**

Host school is responsible for all aspects of this evening. Host school is responsible for contracting for transportation to/from this event if it located off campus. If there are sufficient restaurants within a reasonable proximity to the campus, the host may alternatively suggest places participants may want to eat.

### **Day Three/Race Day - Breakfast**

Host school organizes and coordinates this breakfast at the race site, and Sustainable Solutions and Surveying Expo/Tour sites depending on distance from race venue, for participants.

### **Day Three/Race Day – Canoe Races**

Host school will be responsible for all aspects of the ASCE Concrete Canoe Competition race site. This includes:

- Securing the site (any permits, leases, etc. that may be required)
- Electrical – to run two computers used in tallying scores
- Minimum 12 timers and two alternates and other volunteers, preferably professionals (contact your ASCE Section/Branch and/or Younger Member Group for help) to help as needed
- Paramedics – two certified paramedics on location on race day. Depending on the distance to an emergency facility, an ambulance on stand-by may be desirable.
- Tents – At a minimum, a 10' x 10' tent for press, a 10' x 10' tent for judges and a 20' x 20' tent to serve as shade for competition officials and participants are required
- Tables as required for laptops for officials
- Folding chairs for competition officials, ASCE staff, timers, and judges
- Yellow “Caution tape” to mark officials’ area and keep participants out
- Diagram of water and surrounding area to indicate approximate locations for all events (start/finish lines, judges’ tent, press tent, shade tents, breakfast and luncheon location, parking, etc.)
- Scoreboard – this can be a dry-erase board at least 24” X 36”, with markers/erasers and an easel
- Drinking water – a sufficient supply of clean, drinkable water on site
- Restrooms or Port-o-lets – restroom facilities appropriate for a group of this size
- Power boats – two needed on race day. One is the designated rescue/safety boat for any race emergencies and must be on the water during the races. An additional boat is needed for judges/press.
- Surveying the racecourse and setting up the buoys at least 24-hours prior to Race Day (a boat will be needed for this)
- Setting up a “site line” on shore – to serve as fixed start/end marker
- Coordinating the planning of off-loading canoes and parking vehicles and trailers, as required
- Transportation to and from the race site for students
- Hanging of banners promoting the event throughout the race site, early in the morning

### **Day Three - Sustainable Solutions and Surveying Expo Activities/Tour**

Coordinate with ASCE on logistics. Event and details to be determined.

### **Day Three/Race Day - Lunch**

Host school is responsible for the race day lunch for all participants.

### **Day Three/Race Day – Student Championships Awards Banquet**

Host school is responsible for securing the venue and organizing the catering, AV set up and management, set-up, and coordination of the Awards Banquet. Host school is responsible for providing transportation to/from awards banquet if it is located off campus. The host school will select a student leader to serve as MC.

### **Check-out Day 8:00 am - Noon**

Host school will manage all aspects of check out from student housing, assisting canoe teams with packing and shipping their canoes as required.

## **ASCE HEADQUARTERS RESPONSIBILITIES**

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ASCE will keep and maintain insurance coverage for Race Day events and will provide a certificate of insurance to the host school and the venue.

In addition, ASCE Headquarters will be responsible for the following:

- Notifying the host school of its selection no later than 13 months prior to the Championships
- Determining eligibility for Society-wide qualifying teams
- Sending official invitations to qualifying teams
- Gathering contact information for qualifying teams
- Collecting competition submissions from qualifying teams and distributing them to the judges
- Securing judges and paying travel reimbursement (travel, lodging) for competitions officials and judges
- Collecting registration information and payments from attendees
- Passing all money collected from registration to the host school
- Paying for meals for competition officials: ASCE Staff, Committee members and Judges
- Maintaining the official ASCE Webpage for the Championships and providing the website containing event and venue information; host school will be given access to populate and maintain this website
- Publicity and press releases before and after the Championships
- Media Relations on site throughout the Championships
- Securing and paying for an AP photographer to document Canoe Race Day

- Determining the schedule of oral presentations by random selection
- Determining the schedule for Race Day by random selection
- Designing the Championships program and delivering printable .eps files to the host school at least two weeks prior to the Championships
- Contracting for lodging and providing transportation for competition officials
- Officiating over the competitions and providing tools officials use for this purpose (stop watches, bull horn, air horns, communication platforms for judges and officials to communicate to each other, etc.)

## THANK YOU FOR YOUR SUBMISSION

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Thank you for your submission. The ASCE Civil Engineering Student Championships reflects an innovative approach to student competitions that is more accessible and diverse. Beginning with the Region Symposia, ASCE's vision is to engage students and leaders in a celebration of education, civil engineering, and the value of ASCE membership. Your efforts to support this vision is a major credit to you, your student chapter, and your university!



# Appendix A

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## ACKNOWLEDGEMENT OF CONTRACTUAL ARRANGEMENT

Host school is responsible for arranging dormitory or hotel sleeping rooms, meeting space, and catering to conduct on-site activities. If a contract with the host school's internal conference services or event management department is needed, the host school agrees that the contract will be signed by the school's engineering or student services department on behalf of the student chapter.

Host school also agrees to make all necessary contractual arrangements with all off-site services required for the event (e.g., race site rental, outside caterers).

Faculty Advisor's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Engineering Dept.

Head/Chair

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Dean, College of

Engineering

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

This signed Acknowledgement of Contractual Arrangement must accompany the Proposal to Host.