



Student Steel Bridge Competition

Regional Event Host Guide



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Stronger.
Steel.

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Important Document Links

- [Host Information Survey](#) (complete by November 30)
- [Recommended Committee Structure](#)
- [Host Sample Registration Form](#)
- [SSBC Host Checklist](#)
- [COI Request Form](#)
- [Sample Sponsorship Letter](#)
- [Sample Volunteer Letter](#)
- [Regional Event Host Equipment](#)
- [Images and Logos Zipfile](#)

For more information visit

www.aisc.org/ssbchostresources

Overview

Thank you for hosting a Student Steel Bridge Competition – Regional Event. While not exhaustive, this guide has been designed to assist you in the effective planning, organization and administration of a safe, quality and fun competition. It is intended to serve as a guide that should stimulate thinking on the part of the Regional Event Host Planning Committee. More detailed information regarding use of the equipment will follow in [Regional Event Host Guide Part 2](#) which will be distributed to hosts by February 1.

Our Vision

Empower students to acquire, demonstrate, and value the knowledge and skills that they will use, as the future generation of design professionals, to contribute to the structural steel design community and construction industry in the United States.

Our Mission

Challenge students to extend their classroom knowledge to a practical and hands-on steel-design project that grows their interpersonal and professional skills, encourages innovation, and fosters impactful relationships between students and industry professionals.

History

The Student Steel Bridge Competition (SBBC) is a program sponsored by the American Institute of Steel Construction (AISC). The SSBC began in the 1980's as an AISC competition between three universities in Michigan. For many years it was incorporated into the ASCE Student Chapter spring conference events with the program co-sponsored by AISC and ASCE. Starting with the 2019 competition year, the SSBC is sponsored by AISC alone. There will be 18 SSBC Regional Events with more than 200 schools participating. Teams come from universities in the United States and U.S. territories to compete in the events. The winners of the Regional Events advance to the National Finals. AISC is the organizing sponsor for the Student Steel Bridge Competition and works with host schools to plan the Regional Events and the National Finals.

Support from AISC

AISC is here to support you as a Regional Event Host. With AISC as the sole organizing sponsor of the Student Steel Bridge Competition, AISC has created a full-time Special Event Planner position that is dedicated to supporting the competition, hosts and teams. Sadie Brown is AISC's Special Event Planner. As a certified meeting professional, Sadie can assist you with:

- Food and Beverage (menu planning, logistic recommendations)
- Hotel Blocks (sourcing, contracts, etc.)
- Registration Assistance
- Sourcing Volunteers and Judges
- Equipment
- And more!

Please contact Sadie Brown at brown@aisc.org or 312.802.4170 with any questions or support requests!

Your SSBC Team



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Competition Structure

Regional Events

The 18 Regional Events are organized independently by host schools under the guidance of AISC. View the 2019 Regional Events at www.aisc.org/ssbc. The winners of the Regional Events, with the exception of Guest Teams, advance to the National Finals.

National Finals

Top finishers at the 2019 Regional Events qualify to compete at the 2019 National Finals to be held at Southern Illinois University Carbondale, May 31 - June 1. Please note: The competition is not being held on Memorial Day weekend.

National Finals Qualifications

The Regional Event schedule is posted on the AISC website. The number of teams from each Regional Event that qualify for the National Finals is dependent on the number teams that have entered the Regional Event, excluding Guest Teams. See the table below:

# of Teams at Regional Event*	# of Teams that can qualify for National Finals from Regional Event
1-4 teams	1 team invited to National Finals
5-13 teams	2 teams invited to National Finals
14-21 teams	3 teams invited to National Finals
21+ teams	4 teams invited to National Finals

*does not include guest teams

The Rules Document

All of the Regional Events, as well as the National Finals are based on the same [Rules](#) document that describes the competition and states the official rules. The rules are developed by the SSBC Rules Committee and are changed every year. The current rules must be used without modification for every Regional Event and the National

Finals. This is necessary so that bridges from all conferences may compete nationally without disadvantage.

AISC maintains a website, www.aisc.org/ssbc, where the rules can be downloaded and rules questions are addressed. Rules questions may be submitted only through the official online forms. Rules questions are reviewed by the SSBC Rules Committee, and the Rules Committee's clarifications are posted online for access to all competitors.

Competition Participants

More than 200 schools are expected to participate in the SSBC. Teams come from universities in the United States and U.S. territories to compete in the events. Composition of regions and teams will be based on the ASCE student conference divisions with rare exception. Host schools should plan accordingly.

Non-ASCE Conference Schools

AISC will review requests to join a Regional Event from new schools not already part of an ASCE conference or schools that cannot attend their assigned conference due to schedule conflict or travel issues. AISC will notify regional host schools to determine if the extra school(s) can be accommodated.

International Guest Schools

International teams may be allowed to participate as Guest Teams at Regional Events*. Regional Event host schools are welcome to invite Guest Teams at their discretion. Before inviting Guest Teams, host schools should determine if venues can accommodate these additional teams.

Some Guest Teams may need a letter of invitation from the Regional Event organizers to obtain travel visas. Please direct your international school to Sadie Brown (brown@aisc.org) if a letter of invitation is needed.

*AISC does not fund Guest Teams to participate in the Student Steel Bridge Competition. These Guest Teams are not eligible to qualify for the National Finals.

Regional Event Host Planning Responsibilities

Recommended Committee Structure and Responsibilities

The Regional Event host school should form a planning committee consisting of students and advising faculty. A student director is chosen and works with a faculty advisor to lead the planning. Typical subcommittees of the planning committee are fundraising, recruitment of judges, publicity, facilities and contracts, program, technical setup, registration, and volunteer coordinator.

The composition of Regional Event Host Committees will depend on the size and events of the competition and the personnel available. The uniqueness of each Regional Event makes it difficult to list all committee specifics. Therefore, an effort has been made to identify fundamental technical responsibilities and concepts. Host schools may use the [Recommended Committee Structure](#) as a guide and make any changes necessary to fit the needs of your committee.

Required Events

The SSBC - Regional Event can be a one-day or two-day event at the discretion of the host school depending on the number of participating teams and available facilities. For regions with more schools or regions where the pace of competition may be slow, it may be more reasonable to spread the competition events over two days. Required events include the following:

- Registration
- Captain's Meeting
- Judges' Training Session (optional)
- Display
- Competition
- Awards Presentation (banquet optional)

Sample Regional Event Schedule

A sample schedule is shown below for the typical Regional Event spanning over two days.

Time/Day	Event
Day One	
12:00 p.m. - 2:00 p.m.	Registration
12:00 p.m. - 2:00 p.m.	Aesthetics Setup
2:00 p.m. - 4:00 p.m.	Aesthetics Judging
5:00 p.m. - 7:00 p.m.	Captains' Meeting
Day Two	
8:00 a.m. - 4:00 p.m.	Main Competition
12:00 p.m. - 2:00 p.m.	Lunch
5:00 p.m. - 6:00 p.m.	Awards Ceremony

Regional Event Host Planning Timeline

A typical planning timeline for the Regional Event host school is shown below. This timeline is not exhaustive. Please also reference our [committee structure recommendations](#) and [checklist](#) for more task items.

2018	
October and Earlier	<ol style="list-style-type: none"> 1. Appoint a faculty organizer and student director(s) 2. Organize SSBC Regional Event student planning committee 3. Select competition date(s) and venues 4. Develop preliminary budget and projected registration fees
November	<ol style="list-style-type: none"> 1. Finalize venues with signed contracts 2. Receive from AISC, Host Guide Part 1 3. Complete survey from AISC by November 30 <ol style="list-style-type: none"> a. Verify quantity of equipment b. Faculty and student contact info c. Event website d. Planned invitees including guest schools e. Sponsorship plan f. Agenda / confirm dates g. Head Judge information 4. Create a plan to publicize the Regional Event to the maximum

	<p>extent possible -- prior to and on site during the competition</p> <ol style="list-style-type: none"> 5. Receive host promotional graphics from AISC by November 15 6. Prepare correspondence to recruit volunteers and sponsors 7. Upon completion of survey, receive from AISC <ol style="list-style-type: none"> a. \$2,500 host school stipend check b. List of teams registered for your event thus far
December	<ol style="list-style-type: none"> 1. Host school website is created by November 30 (Website Update #1) 2. Send recruitment letters to potential volunteers/judges 3. Contact potential sponsors 4. Determine the storage location for competition equipment 5. Determine registration fees & registration process 6. Receive update from AISC on sponsor funding 7. AISC sends Email Blast #1 to schools
2019	
January	<ol style="list-style-type: none"> 1. Receive from AISC by January 15 <ol style="list-style-type: none"> a. Regional sponsor funds b. Regional & National Sponsor logos c. List of participating schools d. Contact info for head judge, if requested 2. Start development of event program and awards ceremony program 3. Open registration (Between January-February) <ol style="list-style-type: none"> a. Host school sends Email Blast #2 b. Website Update #2
February	<ol style="list-style-type: none"> 1. Receive Host Guide Part 2 from AISC 2. Receive competition equipment from AISC by February 15 3. Take inventory of the competition equipment to verify that all equipment has shipped and is in working order
March	<ol style="list-style-type: none"> 1. Website Update #3 2. Finalize volunteer assignments 3. Host school sends Email Blast #3 (2 weeks before registration closes) 4. Close registration (March 1st or 3-4 weeks before your event)
March/April	<ol style="list-style-type: none"> 1. Two weeks before event <ol style="list-style-type: none"> a. Receive award plaques from AISC b. Host school sends Email Blast #4

Registration & Housing

Team Registration with AISC

In addition to registering with Regional Event host schools, all schools wishing to participate should register with AISC at www.aisc.org/ssbc by December 31.

Participant Registration with Regional Event Host

Registration Pricing

Registration should be charged individually, not per school. Registration pricing is determined by each host school, but should not exceed \$50/person. We encourage you to keep registration costs as low as possible through [sponsorships and fundraising](#).

Online Registration

Each competition attendee (participants, faculty advisors, friends, or others) must pre-register. We encourage host schools to implement an online registration process. During registration, please collect the following information:

- First and Last Name
- Email Address
- Team Name/School
- Academic Year
- Role in competition (e.g. Build Team, Captain, Guest, Faculty Advisor, etc.)
- RSVP to any additional competition events (e.g. banquet)
- T-shirt size (if applicable)
- Dietary Restrictions or Comments
- Payment Information & Payment via credit/debit card.

Mail-in Registration (Checks)

In addition to online registration, host schools must provide an option for teams to register with a mail-in registration form and check payment. Please see our [mail-in registration form template here](#).

Registration Opening

Your Regional Event registration should open anytime between January 1st -March 1st. The sooner you can open registration, the better!

Registration Deadline

The Regional Event registration deadline date will be determined by the Regional Event host. When choosing a registration deadline, please keep in mind the timeframe needed to guarantee catering, create a competition schedule, order t-shirts etc. AISC recommends the deadline be March 1st or 3-4 weeks before your competition.

On-site Registration

Before the competition begins, participating students and volunteers should check in with the host school. The registration table should be in an easily accessible location. The location should be advertised to your participants prior to the competition. At registration, guests should receive a final event program, t-shirts, name badges, and any other information they will need for the competition.

Housing

The host school should reserve hotel rooms for the competition based on travel expectations for participating schools. Generally, hotels will give a group discount. Hotel information should be provided on the host website and to sponsors, and judges. When reserving room blocks, we suggest the host school try to not provide a guaranteed minimum number of room nights. Please contact Sadie Brown (brown@aisc.org) if you need assistance with housing setup.

Events and Venues

Aesthetics Judging

Before the main competition, aesthetics judging (previously called Display) takes place. During aesthetics judging, all of the bridges will be erected and on display at the same time in the same location. A variety of spaces may be suitable, i.e. plazas, baseball fields, gyms, etc. An area of approximately 8'x24' (this includes aisle space between bridges) will be required for each bridge. Locations for bridge unloading and loading also must be established. A sample display layout will be provided in [Host Guide Part 2](#).

Captains' Meeting

Before the competition, a Captains' Meeting is to be attended by the head judge and representatives of each of the competing teams. During the Captains' Meeting, the rules are reviewed and questions are answered by the regional head judge for the last time before the competition begins. Suitable venues may include classrooms and lecture halls with an audio/visual system and a white/black board or flip chart. There should be enough seating for team captains, other team representatives, and any judges who wish to attend. The Captains' Meeting typically lasts between one to two hours.

Main Competition

Approximately 10,000 square feet (includes space for spectators) of level floor space is required for the main competition. Typically, two construction lanes, one lateral loading station, two vertical loading stations, one weigh station and a scoring station are operating simultaneously at a Regional Event. This may vary based on the number of schools in attendance and the size of the venue. A sample layout will be provided in [Host Guide Part 2](#). Ample parking also should be available near the competition venue for judges and competitor loading and unloading.

The competition construction site should be accessible for delivery of materials and should be relatively level. A venue that is indoors or weather resistant with a concrete floor surface is ideal. Some indoor facilities, such as athletic facilities with sensitive floors, may require installation of a protective layer of plywood. For outdoor venues, paved areas, such as parking lots, work well.

A smooth and level ground surface is needed at the location where bridges are constructed and dimensions are checked since clearances are measured from the ground. Load testing requires rigid (i.e. Portland cement concrete) pavement that is level and smooth. If rigid pavement is not accessible, provision must be made to prevent bridges from sinking during load testing. Floor areas where bridges will bear should lie in a common plane. Ideally, the host will provide a floor that deviates from planarity less than +/- ¼".

If the competition is expected to run through lunch time, a meal should be provided for the judges, other volunteers and competitors. Host schools may either include lunch in the registration fee and provide box lunches at the competition or they may ensure that there are vendors at the competition venue (food counters, food trucks, etc.) that participants can quickly access on their own. Judges and volunteers may not have time to leave the competition floor so it is preferred that the host school provides lunch to these people.

Information on how to set up the competition space and how to use the equipment will be given in [Host Guide Part 2](#) available in February 2019.

Awards Ceremony

The awards ceremony location should include seating for all participants and any sponsors, judges, and volunteers who wish to attend. Audio/visual equipment should be provided. Possible venues may include auditoriums, large lecture rooms, and banquet facilities. The ceremony can be as simple as a presentation of the awards or it may be a more extensive banquet with a keynote speaker. All awards ceremonies should be hosted by a student MC(s) and should include an acknowledgement to sponsors and volunteers and a presentation of awards. Optional components may include a keynote speaker, and refreshments and food. No alcohol should be served at SSBC events.

Tips on how to run a successful awards ceremony will be available in [Host Guide Part 2](#) available in February 2019.

Plaques/Awards

AISC provides a total of nine plaques for the competition to be distributed at the awards ceremony. These will be shipped to the host school to arrive two weeks ahead of the Regional Event.

- 1st, 2nd, and 3rd place overall
- 1st place construction speed
- 1st place lightness
- 1st place aesthetics
- 1st place stiffness
- 1st place economy
- 1st place efficiency

Volunteers

Head Judge

Each Regional Event will have a head judge. The role of the regional head judge is to work with the host school organizing committee to determine competition setup and judge assignments prior to the competition and to also train and direct the other judges during the competition. At many regions, the head judge returns to the role each year. Host schools should indicate their head judge through the AISC survey due November 30. If the host school does not have a head judge for their Regional Event, a head judge will be appointed by AISC by January 15.

Judges

In many regions, there is a regular group of people who volunteer to serve as judges year after year. Additional judges will likely need to be recruited by the host school. The host school should recruit judges who will be fair, unbiased and competent. In addition to the head judge, a minimum of ten judges are needed for the competition. Larger regions will require more judges. The regional head judge will direct the host school on the exact number of judges needed. As a rough guide, expect to need three to five judges per construction lane, one judge per lateral loading station, one judge per vertical load station, and one judge per weigh station.

The regional head judge should hold a training session for the judges before the contest. The training can consist of an in-person training session the day before the competition or earlier as an online training session. This training typically consists of an

overview of the rules, anticipated violations, and techniques for determining compliance with the rules. Host schools work with their regional head judge to determine what support or facilities from the host school is needed.

Other Volunteers

Volunteers are needed to ensure the competition runs smoothly. In addition to judges, volunteers are required for venue preparation and clean-up, registration, and runners.

Recruiting Volunteers

Steel fabrication companies are good sources of judges. Structural engineers, erectors, architects, and others associated with the steel construction industry also make good judges. No previous engineering or competition experience is required. AISC has provided a [sample volunteer recruitment letter here](#).

Equipment

The host university will receive the necessary deflection measurement and loading equipment for the competition from AISC by February 15 of the competition year. Items that will be provided include angle steel, grating, measuring devices, stop watches, and a multitude of others – see [a full equipment listing document](#). Approximately 200 square feet of space is needed to store the equipment. Access by forklift may be required for pallets carrying the loading angles. It is the host school's responsibility to unload, maintain and reload the equipment to be handed off to the next host school.

Confirming Equipment

Host schools should confirm the number of construction lanes, lateral load stations, vertical load stations and weigh station that they would like, in the [AISC survey](#) due November 30. Please review the number of construction and load stations that AISC has assigned you in our [equipment list document](#).

Past Equipment

For host schools that are in possession of the 2018 competition equipment, ASCE has claimed ownership of this equipment. Contact ASCE regarding instruction on returning this equipment.

Insurance

AISC will provide a certificate of insurance to host schools for their Regional Event. Please complete [this request form](#) and email the completed form to Sadie Brown (brown@aisc.org). Include event dates and locations and any special wording that should be included.

Competition T-Shirts

While not required, t-shirts provide a souvenir for participants as well as an opportunity to display sponsor logos. The host school may provide event t-shirts for the participants and volunteers. Judges and volunteers may be provided distinct shirts to distinguish them from others at the event. Shirts should be distributed at registration.

Communications & Media

Communication with Participants

In lieu of a 3-Mailer system, we encourage an eco-friendly approach when communicating with your regional schools and having them register for your competition. The Regional Event host email blasts should include every team faculty advisor and bridge captain. This list will be provided to you by AISC, following the AISC team registration deadline of December 31st. Please use the email schedule below. Hosts are encouraged to add to this schedule, if necessary.

	Sent By:	Includes:
Email Blast #1 When: December	AISC	<ul style="list-style-type: none"> ● Reminder to Register Team with AISC at www.aisc.org/ssbc ● 'Regional Event Save the Date': A list of all Regional Events with Date and Regional Event Website Links
Email Blast #2 When: January/February	Regional Event Host	<ul style="list-style-type: none"> ● Registration is open announcement ● Brief overview of competition <ul style="list-style-type: none"> ○ Registration Price and Deadline ○ How to Register ○ Agenda ● Link to Host Website
Email Blast #3 When: 2 weeks before registration closes	Regional Event Host	<ul style="list-style-type: none"> ● Registration Reminder ● Updates
Email Blast #4 When: 2 weeks before event	Regional Event Host	<ul style="list-style-type: none"> ● Updates ● Event Locations and Map(s) ● Parking Information

Regional Host Website

AISC maintains the website for the SSBC program. However, the host school is expected to create and maintain a separate website as a source of information and registration for all participating teams, sponsors and judges. Regional Hosts must have a competition website created by November 30th. Information that should be placed on your website is listed below, along with deadlines.

	Website Update #1 (by November 30)	#2 (Date of Registration Open)	#3 (Date of Online Registration Close)
Registration	<ul style="list-style-type: none"> Estimated Registration Fees Date of Registration Open 	<ul style="list-style-type: none"> Registration Instructions and link to registration website Mail-In Check Registration Form w/ instructions Registration Deadline 	<ul style="list-style-type: none"> Remove Online Registration On-site Registration Instructions and late pricing Post Registered Schools
Host School Information	<ul style="list-style-type: none"> Dates of Competition Tentative Conference Agenda Contact Information 	<ul style="list-style-type: none"> Final Conference Agenda Event Locations and Map(s) Parking Information 	
Sponsors <i>(optional)</i>	<ul style="list-style-type: none"> Sponsorship levels Contact for Sponsorship Inquiries Confirmed Sponsor Logos 		
Volunteers <i>(optional)</i>		<ul style="list-style-type: none"> Volunteer Sign-up form Contact for Volunteers 	
Hotel Accommodations	<ul style="list-style-type: none"> Date when hotel information will become available 	<ul style="list-style-type: none"> Hotel Information Hotel Reservation Deadline 	
SSBC Information	<p><i>Please include the following text on your competition website:</i></p> <p>The Student Steel Bridge Competition (SBBC) is a program sponsored by the American Institute of Steel Construction (AISC). AISC works with host schools to plan the Regional Events and the National Finals.</p>		

	<p>All of the Regional Events, as well as the National Finals are based on the 2019 Rules document that describes the competition and states the official rules.</p> <p>Top finishers at the 2019 Regional Events qualify to compete at the 2019 National Finals to be held at Southern Illinois University Carbondale, May 31 - June 1.</p> <p>Any questions regarding the competition in general, 2019 Rules, or National Finals can be directed to universityprograms@aisc.org.</p>
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Print

Printed items also will be necessary. [Registration forms](#), sponsorship brochures, as well as a competition program booklet and an awards ceremony program will be required. Competition booklets are an excellent place to sell ad space or showcase sponsors.

SSBC Website

The SSBC website is www.aisc.org/ssbc. It includes:

- Current Rules & Clarifications postings
- Competition information
- Regional Event information and Resources for Regional Event layout requirements, judges, and rules
- National Co-Sponsor listings

Social Media

The official SSBC hashtag is [#SSBCxAISC](#) . Be sure to follow the hashtag to see what SSBC teams are up to!

Quick Social Media Tips

- Include a picture in every post
- Do not use punctuation in any hashtag
- Connect with users via [#SSBCxAISC](#) hashtag

Style Guide & Promotional Graphics

When referring to the Student Steel Bridge Competition on any official material we recommend, but don't require, that you follow the approved SSBC style. Here are the basic guidelines:

- Refer to the competition as a whole on first reference as the "Student Steel Bridge Competition" and the "SSBC" thereafter.
- There are two levels of Student Steel Bridge Competition: Regional Events and the National Finals.
 - When referencing the Regional Event and not the entire competition, refer to it as "Student Steel Bridge Competition - Regional Event" on first reference and "Regional Event" thereafter.
 - When referencing the National Finals and not the entire competition, refer to it as "Student Steel Bridge Competition - National Finals" on first reference and "National Finals" thereafter
- Optional: The standard fonts for printed SSBC documents is Avenir. If you do not have Avenir, Helvetica is also a great option.

SSBC Images and Logos

For your event promotion, you are welcome to use the images and logos in this [zip file](#). The zip file includes:

- High and low res SSBC images
- SSBC logos

Host School Promotional Graphics

AISC will provide Regional Event promotional graphics to each host school. These graphics will be available at www.aisc.org/ssbchostresources by November 15th. The graphics will include:

- One square promotional graphic
- One email header graphic
- One flexible .png graphic for t-shirts and other promotional materials

Hosts are encouraged to use the promotional graphics that AISC provides. However, if you wish to create your own graphics, you're more than welcome to. If you choose to create your own, we simply ask that you do not use any of AISC's logos with exception of the bridge (located in the [zip drive](#)) This way, you will have complete creative freedom, and we can prevent the headaches you would encounter attempting to follow all of our branding rules.

Sponsor Logos

The host school will be responsible for gathering and posting local sponsor, national sponsor and university logos properly. For your local sponsors, do not download any logos directly from websites - contact each local company's graphic department to receive the most current logo. AISC recommends asking for two different types of logo sizes:

- Logo for website and web use - .jpg, .tif , .png or vector format - minimum 500 pixels wide
- Logo for printed signage - vector image (scalable) in either an .eps OR .ai file - the resolution for this image needs to be high resolution, at least 300-dpi

AISC will provide National and Regional Event sponsor logos to the host school in January 2019.

Funding/Sponsors

AISC Sponsorships

AISC is the organizing sponsor of the Student Steel Bridge Competition. AISC receives contributions from members of the steel industry in support of the program. Some of these sponsors are national sponsors and others are regional sponsors. Funds from national sponsors go toward the overall SSBC program and for the National Finals host school. Funds from regional sponsors go directly to the Regional Event host schools and will be distributed to host schools in early 2019.

AISC Support to Regional Hosts

AISC will provide to each regional host school:

- \$2,500 donation from AISC
- 100% of the funds raised by AISC for your Regional Event. These funds come from steel industry members that have an interest in your specific region. Projected fund amounts will be communicated to host schools by December 31 and funding will be distributed to host schools in early 2019.

The check will be paid to the name of the host school or department as requested.

Sponsor Benefits

Although AISC national sponsor contributions are not applied to the regional host school's direct expenses, AISC and national sponsor logos should be included on the competition website, in the competition program booklet, banquet program, and on t-shirts as appropriate. Sponsor logos will be sent to you in early 2019. See [Sponsor Logos](#) for more information on logo usage.

Keep in Mind: The host school should provide tables for sponsors' displays during the registration and aesthetics portions of the competition.

Regional Host Financial Responsibility

The host school is expected to fund the remainder of the competition. This can be accomplished through local sponsorships and participant registration fees. Costs per Regional Event can vary based on location, events held in addition to those recommended, and the number of schools in attendance. The host school should

carefully prepare a budget and create a proactive fundraising campaign. The goal is to keep this cost as low as possible for participants.

Fundraising

The following types of organizations are most likely to make donations: your college or university, chapters of engineering societies, trade associations, design firms, and companies with an interest in producing, supplying, fabricating or erecting structural steel. AISC has provided a [sponsorship solicitation letter template](#).

Please keep in mind that Regional Hosts are asked not to solicit donations from AISC's member fabricators for Regional Event costs. This is because our member fabricators are asked to sponsor hosts via AISC's Regional Sponsorships, and we don't want them to be solicited twice.

However, Regional Event Hosts may request to partner with AISC's member fabricators via the [Adopt-a-School](#) program to help with bridge team expenses, donate materials for bridges, and get fabrication assistance. You can request a list of fabricators to partner with by completing [this form](#).

To determine who is a member fabricator, see our membership directory [here](#). If a member fabricator inquires about donating, direct them to www.aisc.org/ssbcponsorships.

Coming in Host Guide Part 2- February 2019

- Tips on how to run a successful awards ceremony
- Sample Competition Layout
- Sample Display Layout
- How to set up the competition space
- How to use the equipment
- Post-event tasks
- Post-event thank you letter sample
- Equipment Handoff Instructions (to 2020 host)

Checklist

This checklist is not exhaustive . Please also reference our [committee structure recommendations](#) for more task items.

Competition

- Competition space
- Aesthetics Judging space
- 10 Judges (minimum)
- 15 Additional Volunteers
- Review equipment inventory and report any discrepancies to AISC
- Request Certificate of Insurance from AISC

Meetings

- Meeting space for Judges' Luncheon
- Meeting space for Captains' Meeting
- Awards ceremony space

Accommodations

- Hotel blocks

Cost

- Prepare Budget
- Recruit Local Sponsors

Communications / Media

- Event Promotional Graphics (either from AISC or create your own)
- Email Blast #2
- Email Blast #3
- Email Blast #4
- Host Website
 - Registration
- Event program and Awards Ceremony program
- Sponsor recognition
 - National & Regional Sponsor logos from AISC
 - Request Local Sponsor logos from each graphic dept.
- T-shirts