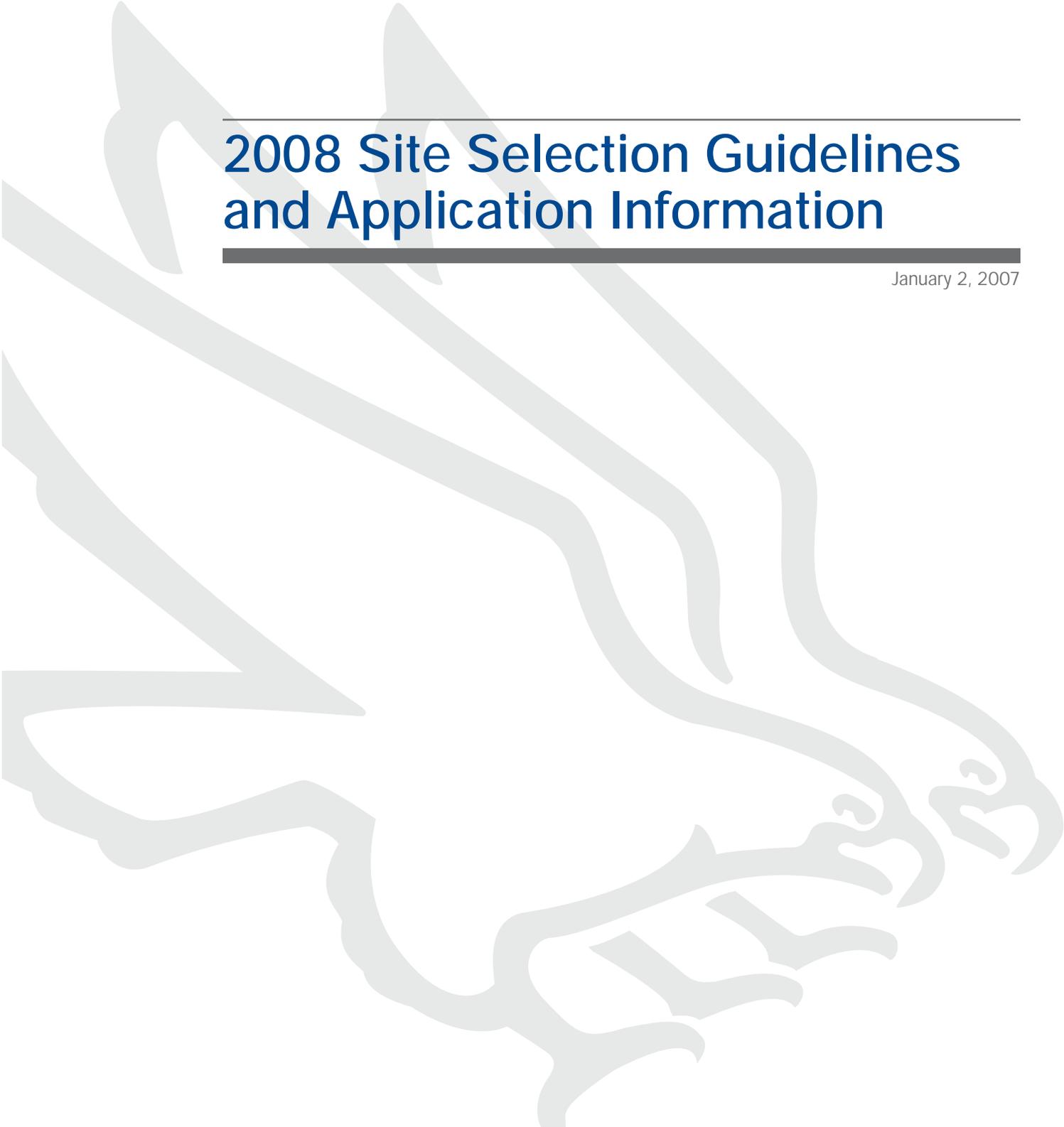

2008 Site Selection Guidelines and Application Information

January 2, 2007



COMMISSION ON
PRESIDENTIAL DEBATES

Overview

The Commission on Presidential Debates (CPD) is accepting applications to host a 2008 presidential debate. The deadline to submit a proposal to host a debate is March 31, 2007. All submissions must include a non-refundable \$7,500 application fee, which will cover administrative costs, a site survey, and technical evaluations. Below is a timeline for the submission process:

March 31, 2007 Due date for proposals

April-June 2007 Site surveys scheduled and conducted by CPD production staff

June-September 2007 Review of proposals and site surveys

October 2007 CPD Board selects 2008 sites and dates

Six copies of each proposal should be submitted to the CPD in a 3-ring binder and in the following format:

Section 1: Application form

Section 2: Facilities

Section 3: Telecommunications

Section 4: Hotels

Section 5: Transportation

Section 6: City services

Section 7: Catering

Section 8: Finances

Section 9: Additional Information (optional)

Please note that each prospective site will be considered as a location for either a presidential or a vice presidential debate. In addition, the Town Hall debate will require some additional space, financial obligations, and transportation.

These guidelines are subject to change. The debate host's and the CPD's respective obligations ultimately will be set forth in a formal contract, the execution of which will be a prerequisite for selection as a debate host.

If you have questions regarding the application process, please call (202)872-1020 or e-mail nancy@debates.org.



2008 Debate Host Application

Name and address of entity applying:

In addition to this application, you must also provide:

1. Your non-refundable application fee of \$7,500 (payable by check to the Commission on Presidential Debates) that will cover administrative costs, a site survey, and technical evaluations. If additional surveys are required prior to site selection, there may be additional fees.
2. Six copies of your proposal that address the 2008 Site Selection Guidelines.

Please mail to:

Commission on Presidential Debates
1200 New Hampshire Avenue, NW
Box 445
Washington, DC 20036

By signing this form, I confirm that I am an authorized representative of the above named institution and that **(name of institution)** _____ agrees to the terms of this application and 2008 site selection guidelines. We have enclosed our application fee of \$7,500 as well as information on our institution that addresses the 2008 site selection guidelines. We understand that this application does not guarantee selection of our site to host a debate. In addition, we understand that our institution may be selected to host a presidential debate, a vice presidential debate, or be selected as one of two alternate sites. We understand that if our institution is to be selected to host a debate or to serve as an alternate, a formal contract will be entered into between the Commission on Presidential Debates and our institution setting forth the parties' respective rights and obligations in detail.

Signature of Authorized Representative

Date

Authorized Representative:

Title:

Institution:

Mailing/Shipping Address:

Email:

Telephone:

Fax:

Primary Contact:

Title:

Institution:

Mailing/Shipping Address:

Email:

Telephone:

Cell Phone:

Fax:

2008 Site Selection Guidelines

Facilities

For all facilities, electronic drawings, architectural drawings, and detailed engineering specifications are required in PDF format with the proposal. These documents should include square footage for each space and indicate all entrances and exits, both above and below ground level.

If there is more than one facility that a host would like to propose, please send information on each.

Please include a description of the insurance policies covering the use of the proposed facilities.

For all facilities, the debate host must supply skilled operation, maintenance, and security personnel who will be available 24 hours a day during the week immediately preceding the debate, the day of the debate, and the day after the debate. CPD staff will need limited access to these areas during the weeks leading up to the debate, and unlimited and exclusive access to these areas during the seven days immediately prior to the debate and the one day after the debate. The debate host should contact local utility and telephone companies to ensure that extra capacity and backup systems can be provided during debate production.

Some spaces within a facility will require additional 110-volt distribution.

Debate Hall

The CPD will require one hall of at least 17,000 square feet where the debate will be held. It must have the following features, which should be described in the proposal:

- A. Minimum ceiling height of 35 feet.
- B. Overall floor depth of at least 140 feet.
- C. A stage with minimum measurements of: 65 feet in width and 30 feet in depth; 30 feet in height of backdrop; 4 feet in height above the floor of the hall.
- D. A maximum distance of 90 feet from the candidates' position on stage to the floor location where the TV platforms will be constructed at the rear of the house.
- E. The debate hall must be air conditioned, with relative indoor humidity not to exceed 50%, and shall be comfortably ventilated. The air conditioning must have a minimum capability of achieving 68 degrees Fahrenheit for the house audience area and 65 degrees Fahrenheit for the on-stage areas (with individual overhead vents for the candidates). The following conditions are required for both areas: 1,000 people or 250,000 BTU per hour, and a full lighting load of 20,000 watts or 68,240 BTU per hour. The air conditioning system must operate at a sound level that does not add to the noise level of the room or interfere with the debate broadcast.

- F. Lighting: The debate hall shall have sufficient work lights for the crews setting up for the debate. It shall also have sufficient architectural lighting so that when the CPD's lighting is turned off, the debate hall will be displayed in an attractive manner for electronic broadcast. Exterior lighting is recommended on the façade or main entrance to the debate hall to provide for remote television broadcasting.
- G. Electric power: Adequate electrical shore power shall be provided for general use of the debate hall, including pre-debate preparation and construction and post-debate clean-up. During the three days prior to the debate and the day of the debate, power must be provided by a temporary redundant installation (i.e., portable twin-pack event generator), a minimum total power of 2,800 KVA will be required. All power shall be 3-phase, 4-wire, 60-cycle power. *Extensive power distribution will be required.* The detail for this distribution will be provided by the CPD.
- H. Excellent acoustical qualities.
- I. Comfortable, fully padded seats with unobstructed views of the stage.
- J. Fully carpeted floors.
- K. Easy access and parking for passenger vehicles.
- L. A large parking area close to the debate hall for up to 50 television remote trucks, trailers and/or satellite trucks up to 53 feet in length. Media will be running cables from this parking area into the debate hall, media filing center, and media interview center. Adequate power for 50 office and production trailers should be available from sources in close proximity to the lot.
- M. A parking area as close as possible to the debate hall for the pool television production truck. At a minimum, this area shall be large enough to park a 53-foot mobile unit, two satellite uplink trucks, and a small crew van, and shall be supplied (from the paragraph "G" power source) with a clean uninterruptible power source in the amount of 200 AMPS (3-phase, 4-wire).
- N. Sites will be required to provide 100 reserved parking spaces seven days prior to the debate within close proximity to the debate facilities.
- O. The debate hall must be compliant with the Americans with Disabilities Act.
- P. The debate hall must have sufficient security systems and personnel to ensure the safety of all debate-related equipment and installations, from three days before the debate until one day after the debate.
- Q. The debate hall facility should be within a 10-15 minute drive of the primary hotels that will be used.
- R. The debate hall must be in a facility that offers:
 - 1. CPD Office Space: Approximately 4,000 square feet of workspace available five days prior to the debate. The space should include a large open workspace, a minimum of three conference rooms, and approximately 10 private offices. The debate host will be responsible for equipping the CPD office space with appropriate furniture, equipment, closed circuit television system with monitors, CATV, and telecommunications as specified by the CPD.
 - 2. Moderator Space: This includes a private office and adjoining sitting area that seats a minimum of six people. The debate host will be responsible for equipping the moderator space with appropriate furniture, equipment, and telecommunications as specified by the CPD.

3. United States Secret Service Space: To be determined by the United States Secret Service.
4. Candidate Holding Rooms: Each candidate will need approximately 500 square feet with separate bathroom facilities within close proximity to the debate hall. The candidate holding rooms should be wired for telephones, internet, CATV, and other electrical equipment to be provided by the campaigns.
5. Additional Work Rooms: A minimum of 3,000 square feet with wiring capacity for telephone, internet, CATV, and other installations provided by the campaigns.
6. White House Press Pool Holding Room: Equipped with tables and chairs for 20 members of the working press, closed circuit television system with television monitors, and adequate telephone, electrical power, and cable television.

Media Filing Center

The event requires a second hall, either in the same facility as the debate hall or extremely close to the debate hall, that is a minimum of 17,500 square feet. This will be used as a working press room for the roughly 3,000 journalists who will cover the debate. This facility will require:

- A. Air conditioning to be maintained at 70 degrees Fahrenheit with relative indoor humidity not to exceed 50%.
- B. A closed-circuit television system with 50 television monitors. The hall must be wired for cable television.
- C. Work tables and chairs for 750 journalists. Each work station will be equipped with a telephone line, internet connection, and two 110-volt AC electrical outlets for equipment to be provided by the journalists. Journalists will pay a usage fee to the host site for workspace, trailer parking space, live stand-up position space, connections, office equipment, etc., at rates approved by the CPD.
- D. The media filing center shall have electrical and lighting systems appropriate for its use as a working media center.
- E. CPD Media Information Office: Approximately 750 square feet of space. The debate host will be responsible for equipping this space with appropriate furniture, equipment, and telecommunications as specified by the CPD.
- F. Network Workspaces: May be located in the Media Filing Center, Debate Hall, or nearby parking area. Requires five generally identical areas to accommodate approximately 25 people each. The debate host will be responsible for equipping this space with appropriate furniture, equipment, and telecommunication connections as specified by the CPD.
- G. Pool Workspace: May be located in the Media Filing Center, Debate Hall, or nearby parking area, and preferably located with the Network Workspaces. Requires one area generally identical to the Network Workspaces and able to accommodate approximately 25 people. The debate host will be responsible for equipping this space with appropriate furniture, equipment, and telecommunications as specified by the CPD.
- H. Additional TV Workspace: A minimum of 1,500 square feet of work space that can be divided into several meeting rooms. The space must be in or extremely close to the working media filing center.
- I. Space for food to be catered. If possible, access to kitchen facilities is helpful.

Media Interview Center

The event requires an additional space of approximately 5,000 square feet, adjacent to or within close proximity to the Media Filing Center. This space is to be used for interviews by working press prior to, during, and after the debate. This hall will require:

- A. Air conditioning to be maintained at 70 degrees Fahrenheit with relative indoor humidity not to exceed 50%.
- B. A closed-circuit television system with 10 television monitors provided by the host site. The hall must be wired for cable television.
- C. Pipe and drape.
- D. 110-volt power distribution.
- E. Telephone lines and internet connections.
- F. Cable access to the media parking area.

Accreditation Center

The event requires a facility of approximately 3,000 square feet for an Accreditation Center, located approximately one-half to one mile away from the debate hall, and with parking for up to 150 vehicles. Electrical specifications for this space will be provided by the CPD. The debate host will be responsible for equipping the Accreditation Center with appropriate furniture, equipment, and telecommunications as specified by the CPD.

Telecommunications

Dial Tone

Approximately 1,300 individual dial tone lines are required. These lines service the Debate Hall, Media Filing Center, Media Interview Center, and Accreditation Center. The detail and standards for this distribution will be provided by the CPD.

Internet Connections

Connection to the internet will be required in all workspace areas including the Debate Hall, Media Filing Center, Media Interview Center, and Accreditation Center.

At minimum, all media work areas must have a WI-FI network in addition to the hard line connections (including Network Workspaces and Pool Workspace – see Media Filing Center “F” and “G”).

Hotels

Hotels

The event requires that a host site have approximately 3,000 hotel rooms for use by the CPD, United States Secret Service, media, campaigns, guests, and attendees. It is preferred that the total number of rooms be provided in a minimum of three hotels, with a maximum of seven hotels, within 30 minutes by car from the facilities. Of the 3,000 rooms, 200 should be one- or two-bedroom suites.

Please provide information on the services of each hotel property included in the proposal, including available transportation to the debate hall and to major air and rail terminals.

CPD – Surveys

Sites must provide hotel accommodations for CPD staff and crew for the pre-selection surveys and, if selected, post-selection surveys, preferably at the hotel that the CPD crew will use during the debate.

CPD – Debate

The CPD will require a minimum of 70 hotel rooms, at a property approved by the CPD, guaranteed and paid for by the host site, with most rooms available approximately seven days prior to the debate. Of these 70 rooms, 10 should be suites. The property will be reviewed and approved during the survey process.

In addition, the CPD will require a minimum of 60 hotel rooms, at a property approved by the CPD, guaranteed by the host site but not paid for by the host site, with most rooms available one day prior to the debate. The property will be reviewed and approved during the survey process.

Transportation

Transportation

The event requires that host sites have adequate air and ground transportation networks. Please provide a description of air and rail carriers servicing the site and ground transportation options from the airport(s)/ rail station(s) to the hotels and debate venue.

Survey Transportation

Sites must provide ground transportation for CPD staff and crew for pre-selection surveys and, if selected, post-selection surveys.

CPD Transportation

Five to seven days prior to the debate, the host site is required to provide adequate ground transportation for the CPD staff and crew. This includes, but is not limited to, transportation to and from the airport to the designated CPD hotel and transportation to and from the designated CPD hotel to the venue. The CPD will provide specifics to the host site on vehicles and shuttle schedules.

Media Transportation

The host site will be responsible for providing a Media Satellite Parking Lot that accommodates at least 500 vehicles and shuttle buses, and is located at least one-half mile away from the debate hall. In addition, the host site will be responsible for shuttle transportation between the Media Satellite Parking Lot and the Accreditation Center and the Media Filing Center/Debate Hall beginning approximately three days prior to the debate and on the day of the debate. Shuttle service should include access for the physically impaired.

Debate Attendee Transportation

The host site will be responsible for debate day shuttle transportation that is mandatory for all debate ticket holders. Shuttle service should allow access for the physically impaired and include transportation from a designated parking area to the debate hall, and return transportation back to the designated parking area. The designated parking area should be located at least one-half mile away from the debate hall, provide adequate parking for at least 600 vehicles, accommodate shuttle buses, and offer a facility for ticket distribution.

City Services

The CPD will need the host's guarantee of complete city services, including any necessary police, fire, bomb disposal, and rescue personnel to ensure the safety of the debate. The coordination of this function is the responsibility of the United States Secret Service, whose agents will work with city officials to establish procedures for securing all aspects of the event. The CPD requests information on the size of the police force in host sites, the location of the trauma center nearest the debate hall, and the availability of mobile medical units to be at the hall. A list of any events that have been held at the host site under United States Secret Service direction would be helpful.

Catering

The host site should plan to provide food service for the CPD staff and crew beginning four days prior to the debate until the day after the debate. Specifications for this service will be provided by the CPD.

Finances

Each debate host will pay \$1,350,000 to the CPD to cover the production costs of a single debate. The CPD is recognized as a 501(c)(3) corporation under the Internal Revenue Code.

The debate host will bear the cost of all the goods and services enumerated in these site selection guidelines except those listed in this document as exceptions. Additional costs to the debate host include, but are not limited to, the following:

- Application fee.
- Equipping the facilities with necessary furniture, equipment, and telecommunications.
- Providing television monitors.
- Necessary personnel.
- Hotel accommodations for the CPD staff and crew during all surveys and debates.
- Ground transportation for the CPD staff and crew during all surveys and debates.
- Shuttle transportation for the media.
- Shuttle transportation for all debate attendees.
- Catering service for the CPD staff and crew.
- Additional costs related to hosting a Town Hall format debate.
- Any additional costs the host site must incur to meet host requirements.

Each proposal should include a representation that host site officials have discussed financing and are confident that the funds can be raised.