
2016 Application & Site Selection Guidelines

January 2, 2015

Overview

The Commission on Presidential Debates (CPD) is accepting applications to host a 2016 presidential or vice presidential debate. Applications are due by March 31, 2015. All submissions must be accompanied by a non-refundable \$8,000 application fee, which will cover administrative costs, a pre-selection site survey, and technical evaluations. Below is a timeline for the submission process:

March 31, 2015	Deadline for proposals and application fee
April-June 2015	Pre-selection site surveys scheduled and conducted by CPD production staff; Visit by debate site official to the Washington, D.C. office
July-September 2015	Technical evaluations
Fall 2015	Selection and announcement of 2016 debate sites and dates

For pre-selection site surveys, applicants must provide ground transportation, hotel accommodations, and technical survey manuals to CPD production staff. For the visit to Washington, D.C., the principal officer of the debate site must arrange a meeting with the CPD's executive director. Specific information will be provided by the CPD.

To apply:

1. Submit six copies of your proposal to the CPD in six separate 3-ring binders that are no larger than 3-inches thick each and accommodate 8½ x 11 sized paper. No additional items, please.
2. In addition to the hard copies, submit your proposal in PDF format via e-mail to rory@debates.org.

The proposal should address all segments in the site guidelines, presented in the following format:

Section 1:	Application Form
Section 2:	Facilities
Section 3:	Telecommunications
Section 4:	Hotels
Section 5:	Transportation
Section 6:	City Services and Security
Section 7:	Catering
Section 8:	Additional Items
Section 9:	Finances

Following the proposal deadline, no significant changes may be made to the application. Please note that each prospective site will be considered as a location for either a **presidential** or a **vice presidential** debate. Applications may not be submitted for consideration for only a presidential or only 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 contact Ms. Rory Davies, producer, at (202)746-7473 or rory@debates.org.

Section 1: *Application Form*

Name and address of entity applying:

Signature of Authorized Representative

By signing this application form, I confirm that I am an officer of:

(name of entity)

which agrees to the terms of this application and 2016 Site Selection Guidelines. We have enclosed our non-refundable application fee of \$8,000, as well as information on our institution that addresses the 2016 Site Selection Guidelines. We will provide and pay for ground transportation and hotel accommodations for production staff during the pre-selection survey(s). 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 an alternate site. We understand that a prerequisite to being finally selected to host a debate, or to serve as an alternate, will be entering into a formal contract with the Commission on Presidential Debates setting forth the parties' respective rights and obligations in detail.

Signature of Authorized Representative

Date

Contact Information:

Signing Officer:

Title:

Institution:

Email:

Phone:

Mailing/Shipping Address:

Primary Contact:

Title:

Institution:

Email:

Phone (Office and Cell):

Mailing/Shipping Address:

Pre-Selection Survey:

To assist with scheduling the pre-selection surveys, please provide dates of significant scheduling conflicts (e.g., a university's Spring 2015 graduation date):

Submission Information:

IN ADDITION TO THIS APPLICATION, YOU MUST ALSO PROVIDE:

1. Your non-refundable application fee of \$8,000 (payable by check to the Commission on Presidential Debates – EIN #52-1500977) that will cover administrative costs, a pre-selection 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 in six separate 3-ring binders, **as well as** in PDF format, that address the 2016 Site Selection Guidelines. The PDF version should be e-mailed to rory@debates.org.

MAILING ADDRESS:

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

2016 Site Selection Guidelines

Section 2: *Facilities*

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 160 feet.
- C. A stage with minimum measurements of 65 feet in width and 30 feet in depth; 30 feet of backdrop height; 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. The Debate Hall shall also have sufficient exterior lighting on the façade or main entrance to present the outside of the Debate Hall in an attractive manner for remote electronic broadcast.
- G. Rigging: All necessary rigging points should be accessible from the facility floor by jib or snorkel lifts or have OSHA-approved grid access.
- H. 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) with a minimum total power of 2,800 KVA. 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.
- I. Excellent acoustical qualities.
- J. Comfortable, fully padded seats with unobstructed views of the stage.
- K. Fully carpeted floors, including backstage, as directed by the CPD.

- L. Easy access and parking for passenger vehicles and buses.
- M. A large satellite truck parking area close to the Debate Hall and the Media Filing Center for 40 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, Media Workspace, and Media Interview Area. Adequate power for these 40 office and production trailers should be available from sources in close proximity to the lot.
- N. 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 two 53-foot expandable mobile units, two satellite uplink trucks, one or more office trailers, and a small crew van, and shall be supplied (from the paragraph “H” power source) with a clean, uninterruptible, power source in the amount of 600 AMPS (3-phase, 4-wire).
- O. An area for stage production storage, in or near the Debate Hall, available seven days prior to the debate until one day after the debate.
- P. A minimum of 100 reserved parking spaces located in close proximity to the debate facilities beginning seven days prior to the debate until one day after the debate.
- Q. The Debate Hall must have sufficient security systems and personnel to ensure the safety of all debate-related equipment and installations, from five days before the debate until one day after the debate.
- R. The Debate Hall facility should be within a 30-minute drive of the primary hotels to be used for the debate.
- S. The Debate Hall must be in a facility that offers the following spaces. All spaces must provide finished flooring, furniture, equipment, office supplies, and CATV, unless otherwise specified.
 - 1. Network Media Platforms: Six platforms built by the debate host and located at the rear of the house for use by the network media. Exact locations and specifications will be provided by the CPD.
 - 2. CPD Office Space: Approximately 4,000 square feet of workspace, available and operational five days prior to the debate. The space should include a large open workspace, a minimum of two conference rooms, and approximately 10 private offices.
 - 3. CPD Ticketing Office: Private office or conference room separate from the CPD Office Space, restricted and secure.
 - 4. Moderator Space: Private office and adjoining sitting area that seats a minimum of six people.
 - 5. United States Secret Service Space: To be determined by the United States Secret Service.
 - 6. Candidate Holding Rooms: Each candidate will need approximately 750 square feet, with separate bathroom facilities, within close proximity to the Debate Hall. The candidate holding rooms should be fully carpeted, wired for telephones, internet, CATV, and other electrical equipment to be specified by the campaigns. The campaigns will pay a usage fee to the host site for equipment and furnishings. The areas between the Candidate Holding Rooms and the respective backstage wing holding areas must be carpeted, with the installation schedule determined by the CPD.
 - 7. Additional Work Rooms: Approximately 4,000 square feet per campaign, with wiring capacity for telephone, internet, CATV, and other installations to be specified by the campaigns. The campaigns will pay a usage fee to the host site for equipment and furnishings.
 - 8. Travelling Press Pool Holding Room: A room large enough to accommodate 20 members of the working press. Equipped with tables and chairs, wireless internet access, CATV, and electrical outlets for charging equipment.

9. Still Photographer Workspace: This space should accommodate 25 working photographers. It may be located in a quiet hallway, but must be extremely close to the debate auditorium. The space will require tables, chairs, CATV, hard-wired internet connectivity, and phones.
10. Ticketed Guest Lobby: A lobby adjacent to the auditorium where ticketed guests must wait until auditorium doors open for seating. The facility should offer restrooms and some seating.

Media Filing Center

The event requires a second hall, either in the same facility as the Debate Hall or immediately adjacent to the Debate Hall, that is a minimum of 20,000 square feet. It may be a tented facility. This will be used as a working press room for approximately 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. Fully carpeted floors.
- C. Cloth draping on hard surface walls to deaden sound, as needed.
- D. A CATV television system with 50 television monitors.
- E. Work tables and chairs for 700 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, data and telephone connections, office equipment, etc.
- F. The Media Filing Center shall have electrical and lighting systems appropriate for its use as a working media center.
- G. Extensive pipe and draping.
- H. If the Media Filing Center is a tented facility, the debate host will be responsible for providing mobile restroom trailers, as specified by the CPD.
- I. The Media Filing Center must be in a facility that offers the following additional spaces. All spaces must provide finished flooring, unless otherwise specified.
 1. CPD Media Headquarters Office: Approximately 750 square feet of space adjacent to the Media Filing Center, available and operational five days prior to the debate. The debate host will be responsible for equipping this space with appropriate furniture, equipment, office supplies, CATV television system with monitors, and telecommunications, as specified by the CPD.
 2. Media Floor Information Desk: A work area located within the main hall of the Media Filing Center for approximately five people.
 3. Network Workspaces: May be located in close proximity to the Media Filing Center, Debate Hall, or nearby parking area. Requires six generally identical areas, approximately 750 square feet each, to accommodate approximately 25 people each. The workspaces must allow broadcast interconnections to the debate venue and/or broadcast parking area. Sufficient power and cable paths must be provided to facilitate such use.
 4. Travelling Press Pool Workspace: May be located in close proximity to the Media Filing Center, Debate Hall, or nearby parking area, and preferably located with the Network Workspaces. Requires one area, approximately 750 square feet to accommodate approximately 25 people. The debate host

will be responsible for equipping this space with appropriate furniture, CATV, equipment, and telecommunications, as specified by the CPD.

5. Additional Workspace: A minimum of 1,500 square feet of workspace that can be divided into several meeting rooms. The space must be in, or extremely close to, the Media Filing Center.
6. CPD Media Desk: A work area for approximately five people located within the Media Filing Center. Electrical specifications for this space will be provided by the CPD. The debate host will be responsible for equipping the Media Desk with appropriate furniture, equipment, and telecommunications, as specified by the CPD.
7. Media Interview Area: This 7,500 square foot section of the Media Filing Center is used for interviews by working press prior to, during, and after the debate. It may be located within, or adjacent to, the overall Media Filing Center. This space will be identified by the CPD during the survey and will require:
 - a. Air conditioning to be maintained at 70 degrees Fahrenheit with relative indoor humidity not to exceed 50%.
 - b. Fully carpeted floors.
 - c. A CATV television system with additional television monitors.
 - d. Pipe and drape interview booths along walls, as specified by the CPD.
 - e. Bike rack to define and secure the area, as specified by the CPD.
 - f. Pipe and drape.
 - g. 110-volt power distribution.
 - h. Telephone lines and internet connections. Specifications will be provided by the CPD.
 - i. Cable access to the media parking area.
8. Outdoor Live Standup Platform: A tiered outdoor platform for live standup broadcasts, located in front of the Debate Hall, with at least 60 positions, each measuring approximately 6x8 feet. Specifications will be provided by the CPD.

Media Catering Area

A separate 5,000 square foot area within, or adjacent to, the Media Filing Center is needed for media catering, which is provided by a third party. It may be a tented facility. The debate host shall equip the Media Catering Area with electrical service, lighting, CATV television system with monitors, telecommunications, and other equipment, as specified by the CPD. The host site shall permit alcoholic beverages to be served within the Media Catering area. This space will be identified by the CPD.

Media Parking Lot

The event requires an additional space to serve as the Media Parking Lot, located one-quarter to one mile away from the Media Filing Center. The space should include easy access and parking for approximately 500 passenger vehicles, as well as a staging area for shuttles buses transporting the media to the Media Filing Center and Accreditation Center.

Ticket Distribution Center

The event requires a facility of approximately 4,000 square feet for a Ticket Distribution Center, located one-half to two miles away from the Debate Hall. It may be a tented facility. The facility's parking area should accommodate 600 vehicles, and provide an area adjacent to the facility for staging debate shuttle buses. The facility should offer some seating, restrooms, an area for distributing tickets, and an area for light catering. A tented walkway should lead from the Ticket Distribution Center to the shuttle bus location.

Accreditation Center and Information Desk

The event requires a facility of approximately 3,000 square feet for an Accreditation Center and Information Desk, located one-half to one mile away from the Debate Hall, with parking (preferably open-air parking) for up to 75 vehicles. The parking area should allow enough space to stage shuttle buses, as well as vehicles up to 35 feet in length and 14 feet in height.

Free Speech Area

The event requires an outside area for free speech in a location that will not be affected by security perimeters.

Additional Materials

The following supporting materials are required with each proposal:

1. For all facilities: electronic drawings, architectural drawings, and detailed engineering specifications in hard copy, PDF and, if selected as a debate site, in Autocad 2000 format. 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.

2. Two overhead maps, such as satellite maps. The first should closely illustrate the proximity of each debate-related facility. The second should more broadly illustrate the debate facilities in relation to the surrounding area (such as a campus), roadways, and other significant buildings or other items of interest. Each item should be clearly identified. Each map should include a compass rose or overlay indicating due north.
3. A brief video that only highlights the following main facilities:
 - Debate Hall, its subset rooms, and adjacent parking/fields/lots/perimeter area
 - Media Filing Center (or tented location), its subset rooms, and adjacent parking/fields/lots/perimeter area
 - Ticket Distribution Center and adjacent parking
 - Accreditation Center and adjacent parking
 - Free Speech Area

Identify each location with captions. The video should not be longer than five minutes, preferably less, and will **only be used for technical review**. Include a copy of the video in each of the six application binders and as a web address to a video link. Voice-over is not necessary.

4. 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. The CPD will need limited access to these areas during the weeks leading up to the debate, and unlimited and exclusive access to these areas up to seven days prior to the debate and one day after the debate.

Electrical specifications for all spaces will be provided by the CPD. Some spaces within a facility will require additional 110-volt distribution. The debate host will be responsible for equipping all facilities with appropriate furniture, equipment, CATV television system with monitors, internet, and telecommunications, as specified by the CPD.

All facilities must be compliant with the Americans with Disabilities Act.

Section 3: *Telecommunications*

The debate host applicant should contact local utility and telephone companies to ensure that extra capacity and backup systems can be provided during debate production.

Dial Tone

A total of 850 individual dial tone lines (a mix consisting of a minimum of 350 POTS lines and an additional 500 VOIP and/or POTS lines) are required. These lines primarily provide voice communication service to the Debate Hall, Media Filing Center, Media Interview Area, Network Work Spaces, Accreditation Center, and Ticketing Center. The details and standards for the location and distribution of these lines will be provided by the CPD.

At least the first 350 POTS lines must be “Plain Old Telephone Service” (equivalent to Central Office-supplied copper) as supplied by the local telephone company, and must not be “derived” POTS-type lines generated by conversion equipment from VOIP systems. These “derived” POTS-type lines often present operational problems with equipment used by the media at the event.

Cellular Service

As the use of mobile communications devices continues to grow, the existing cellular infrastructure at debate locations has typically proven not to be sufficient. The debate host, with technical input from the CPD, must work with all of the local cellular carriers to supplement their system capacity by providing on-site temporary cell sites (COWS) and/or increasing the bandwidth to their existing sites to accommodate increased use during this event. Such additional capacity must be in place, tested, and operational at least five days prior to the debate.

Internet and Wireless Connections

Internet connectivity, both wired and wireless, will be required in all indoor and outdoor workspace areas including the Debate Hall, Media Filing Center, Network Media Workspaces, Media Interview Area, Accreditation Center, and Ticketing Center, and shall be operational during the entire debate period, seven days prior to the debate until one day after the debate, or as specified by the CPD.

At minimum, all work areas must have a dedicated, dual-band wireless network, separate from the existing campus wireless network, in addition to dedicated hard line connections.

Dedicated Bandwidth and Specialized Communications Circuits

Dedicated bandwidth will be required by some of the media, ranging from 50mB to 200mB dedicated service for each major network. Additionally, specialized circuits in the form of ISDN, T-1, bonded T-1's, and multiple video transport circuits up to 1.5GB will also be required. All onsite equipment related to these specialized circuits is to be provided with online UPS power.

Network Capacity

Network capacity for the debate event must be provided as redundant, dedicated, independent bandwidth for the event, via redundant physical paths, and as such should not be based on the use of existing network capacity typically available for normal university or facility purposes. The details and standards for the networking requirements will be provided by the CPD.

Any costs incurred in the provision of such network capacity and infrastructure are to be borne by the debate host, including any construction costs for dedicated services from common carriers or internet service providers.

Section 4: *Hotels*

The event requires that a host site have approximately 3,000 hotel rooms in the surrounding area for the event. It is preferred that the total number of rooms be provided in a minimum of three hotels, with a maximum of seven hotels, located within 30 minutes by car from the facilities.

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

CPD: Pre- and Post-Selection Surveys

Sites must provide and pay for hotel accommodations for CPD production staff during pre- and post-selection surveys at the hotel designated for use by the CPD.

CPD: Debate

The CPD will require a minimum of 120 hotel rooms and 10 suites, at a property approved by the CPD, guaranteed and paid for by the host site, with room usage gradually increasing up to the day of the debate. In general, room usage begins approximately five to seven days prior to the debate and one day after the debate, as specified by the CPD. The hotel should offer 24-hour room service. The property will be reviewed and approved during the survey process. All rooms must be held through the debate, without exception.

Section 5: *Transportation*

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

CPD: Pre- and Post-Selection Surveys

Sites must provide ground transportation for CPD production staff for pre- and post-selection surveys.

CPD: Debate

Beginning five to seven days prior to the debate and one day after the debate, the host site is required to provide adequate ground transportation for CPD production staff and associates. This includes transportation to and from the airport to the designated CPD hotel, transportation to and from the designated CPD hotel to the venue, and other ground transportation as needed. The CPD will provide specifics to the host site, including vehicles and shuttle schedules.

Media

The host site is required to provide shuttle bus transportation between the Media Parking Lot, the Accreditation Center, and the Media Filing Center/Debate Hall beginning three days prior to the debate until the day after the debate. Shuttle service should include access for the physically impaired.

Debate Attendees

The host site is required to provide debate day shuttle bus transportation for all debate ticket holders between the Ticket Distribution Center and the Debate Hall. Shuttle bus service should allow access for the physically impaired. The USSS and CPD will provide specifics to the host site on vehicles and shuttle schedules.

Section 6: *City Services and Security*

The CPD will need the host's guarantee of complete city services, including police, fire, bomb disposal, and rescue personnel necessary 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. Please provide information on the size of the police force, the location of the trauma center nearest the Debate Hall, and the availability of mobile medical units on site. A list of any events that have been held at the host site under United States Secret Service direction would be helpful.

The host site must provide additional security measures to be coordinated with the United States Secret Service and the CPD. This may include, but is not limited to, temporary perimeter fencing surrounding the debate facilities; security personnel at various entry points within the facilities; pre- and post-debate credentials; and a police escort for the moderator the night of the debate.

Section 7: *Catering*

The host site is required to provide food service for approximately 150 CPD production staff and crew located in the Debate Hall, Media Filing Center, and Accreditation Center, beginning five to seven days prior to the debate until the day after the debate. The host site shall also provide light catering to ticketed guests at the Ticket Distribution Center on the night of the debate. Specifications for these services will be provided by the CPD.

Section 8: *Additional Items*

Signage

The host site is required to provide appropriate signage throughout all facilities, including that specified by the CPD.

Pipe and Drape

The host site is required to provide pipe and drape in all facilities, extensive at times, as specified by the CPD.

Tenting

The host site is required to provide tenting at certain entrances and walkways, as specified by the CPD.

Computers and Equipment

The host site is required to provide approximately 10 computers or laptops, as well as personal and network printers, copiers, scanners, and fax machines at various locations throughout the site, as specified by the CPD.

Letters of Support

Any letters of support should be submitted *with* the application.

Section 9: *Finances*

Each debate host will pay \$1,950,000 to the CPD to defray direct and indirect costs and expenses of producing a single debate not otherwise borne by the debate host. The payment of these funds shall occur in two equal payments: the first occurring approximately one week after the announcement of sites in the Fall of 2015 and the second occurring by January 11, 2016. The CPD is recognized as a 501(c)(3) organization under the Internal Revenue Code.

The debate host will bear the cost of all the goods and services enumerated in these site selection guidelines.

Additional costs to the debate host include, but are not limited to, the following:

- Application fee
- Equipping the facilities with necessary furniture, equipment (including printers, copiers, scanners and fax machines), computers, office supplies, CATV, and telecommunications
- Television monitors
- Carpeting or finished flooring
- Pipe and drape
- Tenting walkways and entrances
- Pre-debate credentials
- Necessary personnel and volunteers
- Hotel accommodations for the CPD production staff during all surveys and debates
- Ground transportation for the CPD production staff and associates during all surveys and debates
- Shuttle transportation for the media
- Shuttle transportation for all debate attendees
- Catering service for ticketed guests and the CPD production staff and crew
- Additional costs related to hosting a Town Hall format debate, including security, conference facilities, buses, and catering
- Travel costs associated with host site representatives attending one, possibly two, meetings in Washington, DC
- Technical and media survey manuals
- CPD offices and moderator office long distance charges
- Signage
- Any additional costs the host site must incur to meet host requirements

Each proposal should include a statement that host site officials are confident that the funds can be raised.