



USA Taekwondo

National Championships

Bid Packet 2025 - 2028



Updated 9 27 23

U.S. Taekwondo National Championships

This document features a comprehensive outline for a potential bidder with USA Taekwondo requirements to host the National Taekwondo Championships.

ABOUT USA TAEKWONDO



USA Taekwondo is the National Governing Body (NGB) for the sports of Taekwondo in the United States of America as recognized by the United States Olympic and Paralympic Committee (USOPC). USATKD provides developmental opportunities for Taekwondo athletes throughout the United States to cultivate their knowledge of the sport while striving for world-class status.

Taekwondo is a defensive, martial art that combines philosophy, mental discipline, physical exercise, and physical ability. It promotes a wide range of principles including the following:

- Good physical condition
- Self-Defense or the ability to defend oneself
- Self-Confidence
- Respect
- Good health regardless of gender, physique, or age

The origins of Taekwondo, which go back two thousand years, lie in Korea. During its history, this sport has been known by various names, like Taekyon or Subak. Its official name nowadays, Taekwondo, was announced in 1955; a year later, the first championships were held. The Korean Taekwondo Federation was founded in 1965, and the World Taekwondo Federation was founded in 1973. During the same year, the first World Championship took place. Taekwondo became an official Olympic Sport at the 2000 Olympic Games in Sydney, Australia.

The mission of USATKD is to enable United States athletes to achieve sustained competitive excellence and promote and grow the sport of Taekwondo.

THE USATKD National Championships is held annually and is considered one of the premier taekwondo events and is the largest taekwondo event in the world.

The competition is open to athletes from 6 years of age and older and yellow belts to black belts. Competition categories include Poomsae (Forms Competition), Kyorugi (Sparring Competition), Board Breaking, and Demonstration Team competitions.

Further, each competition is divided into Weight Categories. All participants must be members of USATKD and all athletes must be either a U.S. Resident or U.S. Citizen.

In 2023, over 3,000 Taekwondo athletes, coaches, spectators, and referees/officials participated from across the country. The tournament is four days of competition and two additional days for move in and event check-in/weigh-in. Athletes may compete on multiple days of competition.

National Championships Future Dates
July 3 - 6, 2025 - West
July 3 - 6, 2026 - East
July 2 - 5, 2027 - West
July 6 - 9, 2028 - Central or East

The event will take place the week of July 4th. Competition will be four to five days with two days of set up and move out on the final day after the completion of competition. Ex.: move in Tuesday-Wednesday, competition Thursday-Sunday or Monday and move out the last day of competition.

VENUE/HOST SITE REQUIREMENTS

- HOST will secure at NO COST or a substantially reduced cost to USATKD one of the following venue types:
 - **Arena or venue with 100,000 - 125,000 square feet of contiguous floor space** with seating to fit approximately 10 45'x45' competition rings and a minimum of 15' walkway in between each competition ring and outside seating.
 - A minimum height from the floor to the lowest impairment or overhanging obstruction shall be no less than 20 feet. Column-free space is preferred but columns spaced at 90-foot minimum intervals are acceptable.
 - A separate space close to competition floor that is 20,000 – 25,000 square feet for a holding area (can be on arena floor or separate room in venue)
 - Set-up consists of 2 days prior to the first competition day. Four competition days are needed to conduct the event.
 - Loading dock to receive two 53' equipment trailers up to two days prior to the first set-up day, load/unload, and store for the duration of the event.
 - One motorized forklift, one electric powered pallet jack, two manual pallet jacks, as well as the authorization for our certified staff to operate this equipment.
 - A CAD floor plan based on the requirements in this document.
- USATKD competition area responsibilities:
 - Competition rings/mats including shipping.
 - Scoring monitors/displays
 - Ringside banner system consisting of USATKD Sponsors, and potential local sponsors
 - Other necessary equipment for conducting the competition
- HOST In-Venue Support Facilities Requirements – All of the following functional areas must have air conditioning, electrical and adequate lighting as well as:
 - Secured storage areas for equipment, awards, VIK, sponsor merchandise, licensees, comptroller, and miscellaneous equipment.

- Tournament Desk - a two-tiered, elevated skirted platform (Approximately 56' x 24") located central to the competition area with the following:
 - Four -6' x 3' x 30" Skirted Tables
 - Ten Chairs
 - Two Electrical Outlets
 - Internet Access
 - Public Address System capable of broadcasting throughout the entire venue.
 - CD player/mixer to play music and National Anthem each morning.
- Sports Medicine Center- Located in close proximity to the Tournament Desk.
 - Eight - 8' x 3' x 30" tables
 - Four Massage Tables
 - Approximately 250 lbs. per day delivered daily.
 - One Electrical outlet
- Registration
 - 5,000 square feet meeting room
 - Four Registration Kiosks
 - Eight - 8' x 3' x 30" skirted tables
 - Ten Chairs
 - Six Electrical outlets
 - One Internet Connection
- Weigh-In Areas
 - Two meeting rooms – minimum of 1700 square each
 - Eight Chairs
 - Four Tables
 - Two electrical outlets in each room
- Referee Meeting
 - Meeting Space for 200 classroom style or rounds
 - Six Chairs at head of room
 - Two tables at head of room
 - Room can also serve a meal area for lunch
- Coaching and Referee Seminars

- Two separate meeting room for 100 classroom style
- One Electrical Outlet
- Podium with microphone
- Six Chairs at head of room
- Two tables at head of room
- Meal Area (Lunch and/or Dinner)
 - Meeting Space for 150 people at rounds and space for buffet
- Exposition/ Sales Area - USATKD merchandise sales and event souvenirs are the exclusive rights of USATKD. USATKD will not agree to pay a commission to a concessionaire or to venue management for an exclusive right to this sales area. In addition, USATKD reserves the right to permit national sponsors the opportunity to utilize the exhibition space and sales area to promote their products(s). Additional requirements are as follows:
 - Two - 30' x 100' Souvenir area
 - Twenty - 10' x 10' Exhibit booths
 - Seventy -8' x 3' x 30" Skirted tables
 - Internet Access
- HOST Auxiliary Venue Services
 - Parking
 - Fifteen complimentary parking spaces for staff and tournament official
 - Reduced rate parking with in and out privileges for all event participants
 - 1-2 complimentary 15 passenger vans for the duration of the contracted event dates
- USAT may request to use their own internet system for this competition without any financial penalty.
- Staff Parking at Venue: Complimentary parking must be provided for all USATKD staff vehicles for the duration of the event. USATKD requests up to fifteen parking permits for the dock area, ten of which will be permanent parking for event staff who drive and are not local residents.
- Ticket Sales/Entry-Exit Control



USATKD reserves the right to all ticket sales revenue

EVENT HOUSING

USATKD currently uses the housing company Group Housing to contract all hotels for the National Taekwondo Championships. If a bid is awarded; Group Housing will contract all hotels. Host must provide a housing grid with purposed rates as part of the bid proposal to include the following:

- Hotel Blocks- in proximity to the competition venue to accommodate over 2,500 **room nights** using as many hotels as possible with a wide range of costs and amenities.
- Host Hotel with staff room block will include a hot breakfast for tournament officials from move in dates and throughout the event
- Hotels must include a **\$20 rebate** per room night that will be paid directly to USATKD
- 10% Commission to be paid to Group Housing
- Please, don't include attrition or cancellation

	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues
	6/29/27	6/30/27	7/1/27	7/2/27	7/3/27	7/4/27	7/5/27	7/6/27
Staff - Doubles	50	85	85	85	85	75	5	c/o
Staff - Kings	25	25	25	25	25	25	5	c/o
Staff - Suites	0	3	3	3	3	3	3	c/o
Attendee Doubles	55	250	500	600	675	250	25	c/o
Attendee Kings	50	100	100	100	100	50	25	c/o

HEADQUARTERS HOTELS- 1 Four or Five-star headquarters hotels to house event staff and referees/scorekeepers.

- Event **Staff Headquarters** hotel must provide the following amenities and complimentary rooms with **free local phone and internet access**. Please no attrition or cancellation.
 - 1- Complimentary **Presidential Suite** with concierge privileges
 - 4- Complimentary one-bedroom **Business Suites** (Double/ Queen)
 - **Free Parking Passes** per day for USATKD Event Staff Rooms

- Design, production, and placement of an **Event Welcome Banner in a prominent location** (preferably behind the registration counters without date specification for future use) during the contracted hotel dates.
- Complimentary rooms are guaranteed at **80% consumption** of Double/Double rooms block or can be adjusted based on room block consumption.
- If the city cannot provide the number of rooms described above in walking distance rooms, then free transportation will be provided to and from the venue at non-walking distance hotel locations.

ECONOMIC IMPACT PROJECTIONS & HOST CITY BENEFITS

Visitors

Over 2,800-3000 persons from across the nation will attend the USATKD National Taekwondo Championships. Participants are ages 6 to more than 70 years of age. These USA Taekwondo members participate, officiate, and serve in leadership capacities. They require housing, food and enjoy the local nightlife, shops, and the opportunity to visit local points of interest.

Economic Impact

We anticipate that over a 4-day period, more than 2,800 room nights will be utilized at local hotels. In recent host cities, local Convention and Visitors Bureaus have reported more than \$2,300,000 in economic impact.

BID PROPOSAL – SITE SELECTION

USATKD is currently accepting bids for the competitions in this bid packet.

1. When deciding to bid upon a USATKD event, please submit a letter of Intent to bid via email. Along with the bid information please send any necessary complimentary materials such as the CAD file, documentation from past events, and contact names and numbers from past organizations hosting events in the proposed venue.

Please email a complete bid proposal along with any other materials to the following USATKD staff:

Christy Strong Simmons
USA Taekwondo Events
One Olympic Plaza
Colorado Springs, CO 80909

cssimmons@usatkd.org
usatkd.org

2. Once the proposals have been received, the USA Taekwondo Events Department will proceed with a thorough review of the bid. The top two proposals will be notified and scheduled for a site visit paid by the bidding city. The bid review will be based on the venue, hotel arrangements, ability to provide additional staffing and volunteers, and a budgetary analysis.
3. All expenses for this two-day site visit will be borne by the prospective host committee. During the visit, the USATKD representatives will visit the venue, all hotels in the block, local restaurants, transportation services, and other event related concerns.

4. Upon completing site visits to the final two cities, the USATKD Events Department will analyze each bid and make all recommendations to the CEO/Executive Director. Once the decision has been made the USATKD Events Department will notify all candidates of the decision and proceed to the contract phase of the partnership.