



European Disc Golf  
Championships

# Event Bid Checklist

EDGC | EJDGC | EMDGC - V2.1 12/2025



Let's bring  
people together



## EDGF Event Bid Checklist

The following checklist is provided to help prospective hosts prepare their bid to organize an EDGF event. It offers a high-level summary of key elements expected in a complete bid. However, this list is not exhaustive — all applicants must carefully review the full bid documents to ensure their proposal meets all requirements. All applicants are also encouraged to add any other additional info or documents that they feel would support their bid. If anything is unclear, applicants are encouraged to contact EDGF staff for clarification.

### 1. Eligibility & Compliance

- Tournament Director (TD) and Assistant TD:
  - Current PDGA members in good standing
  - Certified PDGA Rules Officials (valid through event)
  - Experienced with large PDGA-sanctioned events (A-tier or higher)
  - Up to date with all past payments & reporting
- Id submitted by a legal entity (non-profit, LLC, corporation)
- Ensure LOC has no conflicts with PDGA values (no political/religious groups, etc.)

### 2. Endorsements & Letters of Support

- Course/venue owner approval
- National Association support
- Local Convention & Visitors Bureau / Sports Commission / Tourism Department letter
- National sports authority (ministry, federation, or agency) letter
- Local government acknowledgment

### 3. Bid Submission Details

- Event name: "EDGF EDGC/EJDGC or EDGF EMDGC" (official branding according to Events Format & Standards)
- Submit full proposal by: **as communicated**
- Email submission to [info@discgolfederation.eu](mailto:info@discgolfederation.eu)
- Be available for follow-up questions & possible site visit



#### 4. Event Information to Include

- Two proposed event dates (ranked by preference)
- Host organization details (name, legal form, history, experience)
- Host city/cities
- Local Organizing Committee (LOC) chart with roles (TD, Asst. TD, Course Directors, Volunteer/Vendor Coordinators, etc.)
- Authorized contract signer identified
- Community support commitments (financial, volunteers, marketing, etc.)
- List of past hosted disc golf events
- LOC goals & objectives statement
- Google My Map showing: Courses, event venues, host hotels, logistics locations

#### 5. Course(s)

- List of proposed course(s) with details (location, layout, par, holes, tees, targets, signage, parking)
- Amenities (restrooms, pavilions, nearby shops)
- Past events hosted at course(s)
- Security plan (on-site, during event hours)
- Cellular data capability (upload 3–8 Mbps, providers on site)
- Spectator accommodation details
- PDGA course marking & color standards compliance

#### 6. Additional Event Venues

- Player check-in site & amenities
- Opening ceremonies / player meeting venue
- Fly-mart (vendor marketplace) venue
- Ancillary events (party, concert, clinics, etc.) venues
- Awards ceremony venue
- Emergency Action Plan



## 8. Accommodation

- Host hotels identified (price range, quality, proximity, meeting space availability)
- Add to Google My Map

## 9. Host Community Support

- Confirm financial/in-kind support from tourism or city partners
- Ensure course/permit fees are covered or waived
- Provide local advertising plans

## 10. Schedule

- Practice schedule
- Competition schedule (per PDGA guidelines)
- Ancillary events schedule (flexible, based on venues)

## 11. Local Organizing Committee (LOC) Requirements

- Organizational structure chart with responsibilities
- Disc golf resumes for TD(s) and key staff
- Volunteer acquisition & coordination plan (including scoring/stats volunteers)

## 12. Budget & Finance

- Proposed comprehensive event budget including:
- Income (sponsorships, merchandise, tickets, in-kind)
- Expenses (course improvements, staff, trophies, marketing, etc.)
- Profit/loss projection
- Proposed payout with added cash



### 13. Marketing & Publicity

- Publicity & media plan (local & national promotion, community engagement)
- Charitable/legacy program plans (if any)
- Sponsorship plan (levels, targets)
- Ticketing plan

### 14. EDGF Requirements

- Use EDGF marks & logos on all materials (per agreement)
- Coordinate media rights & production with PDGA Europe Media team
- Maintain sponsorship transparency with EDGF

### 15. Final Checks

- Proofread and complete all sections (no blanks)
- Note any pending details (but include your plan)
- Submit before deadline



**European Disc Golf Federation**

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<https://discgolfederation.eu>