

Letter of Intent Guidelines

A Host City Candidate's letter of intent to submit to the organizing committee for a multi-sport event should typically include the following components:

1. Introduction:

- A formal greeting to the organizing committee.
- Identification of the city or region expressing interest in hosting the multi-sport event.
- Clear statement of intent to submit a bid for hosting the event.

2. Background Information:

- Brief overview of the candidate city's or region's history, culture, and significance.
- Explanation of why the candidate city or region is interested in hosting the multi-sport event.
- Summary of any previous experience in hosting similar events or major sporting competitions.

3. Vision and Objectives:

- Detailed description of the candidate city's vision for hosting the event.
- Clear articulation of the objectives and goals the city hopes to achieve by hosting the event.
- Explanation of how hosting the event aligns with the candidate city's long-term development plans and objectives.

4. Key Selling Points:

- Highlighting the candidate city's unique strengths, infrastructure, and resources that make it an ideal host for the event.
- Showcase any existing sporting venues, transportation networks, accommodations, and other relevant facilities.



- Emphasize the city's commitment to providing a memorable and successful experience for athletes, officials, spectators, and stakeholders.

5. Legacy and Sustainability:

- Outline the potential legacy benefits the event would bring to the candidate city or region in terms of infrastructure improvements, economic development, tourism, and community engagement.
- Detail plans for ensuring the event is conducted in an environmentally sustainable manner, with consideration for minimizing its ecological footprint.

6. Financial Commitment and Support:

- Statement of the candidate city's willingness to commit the necessary financial resources to successfully host the event.
- Description of any financial incentives, funding sources, or sponsorship opportunities available to support the event.
- Assurance of support from local government, private sector partners, and relevant stakeholders.

7. Organizational Capacity:

- Overview of the candidate city's organizational structure and capacity to effectively plan, manage, and coordinate a large-scale multi-sport event.
- Description of the team or committee responsible for overseeing the bid process and eventual event planning and execution.
- Summary of any relevant experience or expertise in event management, logistics, and coordination.

8. Conclusion:

- Reiteration of the candidate city's enthusiasm and commitment to hosting the multi-sport event.
- Expression of gratitude to the organizing committee for considering the candidacy.
- Invitation for further dialogue and collaboration in the bid process.

9. Appendices (if necessary):

- Additional supporting documents, such as letters of support from government officials, venue specifications, budget projections, etc.

Overall, the letter should be professionally written, persuasive, and comprehensive, conveying the candidate city's genuine interest and capability to successfully host the multi-sport event.