

# *Legend of the Five Rings*

## 2007 Kotei Request for Proposal

Each Kotei\* will be organized by an independent contractor, by region, for the 2007 season. Alderac Entertainment Group (AEG) will select these contractors by evaluating detailed proposals submitted to the company. This Request for Proposal should include the following: If your proposal is missing any of this information, it will be returned to you.

### **Region:**

**Proposed Location:** (nearest airport, nearest major highways)

Location is key in having a successful Kotei. Popular venues are: hotel ballrooms, local community centers, game stores. Any location must have adequate seating for at least 64 people.

**Proposed Venue:** (picture and/or link to venue website)

Please provide a link to your venue's website or attach a picture and fact sheet for the location.

**Venue Specifics** (seating, amenities, nearby hotels, nearby food)

Please identify seating, amenities, distance to nearest hotels and restaurants.

**Proposed Dates:** (please provide at least 2) (between Feb 1<sup>st</sup> – May 15<sup>th</sup>)

Dates will be assigned according to how they fit into the available schedule.

### **Local Game Stores**

Local Game Stores are usually eager to take part in Koteis. Please make an effort to contact them. If you do not know a game store in your area, please contact our Retail Support department and they'll be happy to help.

**Tournament Team:** (Contact Information for entire team (email & phone) )

### **Tournament Organizer:**

Please note all major tournaments you've previously organized.

Designate which member of your team will be your backup in case of emergency)

### **Head Judge**

Please note all judging experience and judging references.

### **Scorekeeper**

Please note the system and back-up system you will use for registration and pairings.

### **Support Staff (check local Bounty Hunter availability)**

Your support staff should be proportional to the number of players you anticipate for your event.

At the minimum, you should have three.

### **Shipping Address:**

Please provide a shipping address that accepts UPS or USPS deliveries.

*Example Contact Info:*

Mike Leader – Tournament Organizer – mleader@alderac.com

**Attendance:****Last Year's Attendance (if applicable)**

If you hosted your Region's Kotei last year, please provide it's attendance.

**Anticipated Attendance:**

Please forecast your area's attendance based on tournament attendance in your area.

**Pre-Registration:**

Please list your pre-registration methods, if any.

**Entry Fee:**

Maximum: \$35.00 - \$30 entry + \$5 Samurai Fund (USD or Foreign Equivalent) \$50.00 - \$45.00 entry + \$5 Samurai Fund (if Kotei is held in a convention, the total entry fee should not exceed this amount)

**Advertising Plans:****Websites:**

Please list which websites you intend to advertise your event on.

**Print:**

Please list any print ads you propose to use.

**Sponsorship:**

Please list any sponsors you already have or intend to secure if awarded the Kotei.

**Prize Support:**

Please list the types of prizes you intend to award, broken down by elimination rounds and general participation prizes.

**AEG Mandatory Prize Kit :** Cost \$500 (USD)

**AEG Prize Kit Contents:**

The AEG Prize Kit Contents will be formally announced soon. They will contain 2 cases of product, as well as many other prizes for various finishers.

Prize support cannot be sold or raffled.

**Plans for High/Low Attendance:**

List your plans for dealing with high and low attendance.

**References: (minimum of 3)**

Please list at least 3 references. They can be any combination of the following types of people:

Players - Store Owners - Other TO's - AEG Staff - Bounty Hunters

*Example Reference:*

Mike Colson – AEG Staff – mcolson@alderac.com

**SPECIAL NOTE – Samurai Fund**

This year's Kotei season will feature the premier of the Samurai Fund. All Kotei entry fees should be increased by \$5. \$5 from every entry MUST be sent to AEG to go fully into the fund. AEG will explain the process and reasoning to the public on the Internet prior to the Kotei Season. The Samurai Fund will mean great things for the players of L5R.

**Important Dates:**

November 16, 2006 – Deadline for all Kotei Proposals

November 30, 2006 – Deadline for accepting Kotei Bid

December 10<sup>th</sup>, 2006 – Kotei Locations Announced

December 10<sup>th</sup>, 2006 – Prize Kit Contents Announced to TOs

January 15<sup>th</sup>, 2007 – Deadline for Prize Kit purchase

January 25, 2007 – All Kotei Prize Kits shipped

Feb 15<sup>th</sup> – May 15<sup>th</sup>, 2007 – 2007 Kotei Season

3 weeks prior to your event date – Deadline to alert AEG that your prize kit is missing

All Kotei Requests for Proposal should be submitted in one of the following methods: (if you choose to mail your request, make sure to use a tracking method)

**Mailing Address:**

2007 Kotei Request for Proposal  
Alderac Entertainment Group  
4045 E. Guasti Road, Suite 212  
Ontario, CA 91761

OR

**FAX:**

909-390-5446

OR

**EMAIL:**

Mike Colson – [mcolson@alderac.com](mailto:mcolson@alderac.com)

Also cc: [trowland@alderac.com](mailto:trowland@alderac.com)

*If you have any questions about the above information,  
please contact Mike Colson at [mcolson@alderac.com](mailto:mcolson@alderac.com)  
Or call the Alderac Offices at 909-390-5444.*