MEMORANDUM

December 20, 2016

VIA EMAIL

TO: Directors of Athletics, Senior Woman Administrators, Head Men's and Women's Coaches, and Sports Information Directors of NCAA Institutions that Sponsor Division III Men's and/or Women's Swimming and Diving.

FROM: Liz Horvat
Assistant Director, Championships and Alliances

SUBJECT: 2017 NCAA Division III Swimming and Diving Championships – Ticket Information.

The City of Shenandoah, in conjunction with the Southern Collegiate Athletic Conference, is pleased to welcome the nation’s best collegiate swimmers and divers to the Conroe ISD Natatorium March 15-18, 2017. To purchase tickets for this event, please review the following information:

Beginning Monday, Jan. 16, half of the championships tickets will go on sale to member institutions through the City of Shenandoah (all-session tickets only). The remaining all-session tickets and single-session tickets will go on sale for member institutions Thursday, Feb. 23, ensuring equal ticket access for both larger and smaller teams. All-session tickets will be available for $65 for adults and $25 for students (college students and younger)/seniors (65 and older). Single-session tickets will be available for $10 for adults and $7 for students/seniors. Children ages two and under are admitted to the championships for free.

Team ticket blocks will be allocated on a first-come, first-served basis. To secure a ticket block for your team, please follow the procedures listed below.

- Designate a “team contact” that will manage your team’s ticket request. Please select one person that will deliver all communication to your parents, fans, and alumni and will relay messages from our championships host regarding tickets.

- Starting at 9 a.m., Central time, Jan. 16, contact Heather Smallwood or Jennifer Calvert at The City of Shenandoah (281-298-5522 or ncaaticketsales@shenandoahtx.us) with the quantity of tickets your institution is requesting.

Due to the limited number of tickets available at the venue, please be mindful of other teams when requesting tickets.
Requests will be time-stamped and team contacts will have a response from the host within 24 hours of their request.

- Once the first half of the tickets are gone, teams must wait until Feb. 23 to order tickets.
- From Thursday, Feb. 23 through Sunday, Feb. 26 the remaining tickets, with the exception of 50 tickets reserved for diving student-athletes, are on sale for team orders only.
- Beginning Monday, Feb. 27, the 50 reserved diving tickets will be available for purchase and any remaining tickets will be available to the general public.
- Beginning Monday, March 13, all ticket purchases must be made at the Conroe ISD Natatorium.
- Payment will be required to secure your tickets. You may pay by check or credit card, but one payment for all tickets is required. All tickets will be mailed to your team contact for distribution following payment.

We appreciate your assistance with this process. Please review the attached document for more detailed information. If you have any questions please contact Liz Horvat (lhorvat@ncaa.org; 317-917-6222), Heather Smallwood or Jennifer Calvert (281-298-5522; ncaaticketsales@shenandoahtx.us). We look forward to seeing you in March!

LMH:lmg

Attachment

cc: NCAA Division III Men's and Women's Swimming and Diving Committee
2017 SWIMMING & DIVING CHAMPIONSHIPS
DIVISON III
MARCH 15-18, 2017
CONROE ISD NATATORIUM
SHENANDOAH, TX

TICKET INFORMATION

Pricing:

**All-Session passes (01/16-03/18)**
- $65.00 for Reserved Seating
- $25.00 for Students/Senior Citizens
- Age 2 and under is **Free**

**Single-Session passes (02/23-03/18)**

- Preliminaries: $ 10.00 for Adults
- $ 7.00 for Students/Senior Citizens

- Finals: $10.00 for Adults
- $ 7.00 for Students/Senior Citizens

Sale Dates

Monday, January 16, 2017, half of the All-Session passes on sale to member institutions through the City of Shenandoah.

Thursday, February 23, 2017, the other half of the All-Session passes and Single Session passes on sale to member institutions ensuring equal ticket access to both larger and smaller teams.

Monday, February 27, 2017, Diving passes on sale to member institutions and general public through the City of Shenandoah. All remaining tickets available to the general public.

Monday, March 13, 2017 at 4 pm – Saturday, March 18, 2017, all purchases must be made at the Conroe ISD Natatorium, Shenandoah, TX.

**All ticket purchases made prior to Monday, March 13th will be emailed as a PDF document. Any purchases made after March 16th will be left at Will-Call at the Conroe ISD Natatorium. Tickets at Will-Call will be available for pick-up one hour prior to the start of competition. Please note there is no ATM at the facility.**

Tickets available through the City of Shenandoah, Mon-Fri 8-5 pm CST
Please ask for Heather Smallwood or Jennifer Calvert
281-298-5522; ncaaticketsales@shenandoahtx.us
www.shenandoahtx.us/ncaachampionships.cfm

Visit www.shenandoahtx.us/ncaachampionships.cfm for seating chart and additional information.