**Inspection Visit Report BVB/12**

**This form must be signed by the parties concerned and sent to the FIVB upon conclusion of the inspection visit.**

|  |  |
| --- | --- |
| **Technical Delegate conducting the inspection visit** |  |
| **City and Star Category** |  |
| **National Federation** |  |
| **Organizer** |  |
| **Date of Inspection Visit** |  |

Note:

Please indicate the list of people from the National Federation or Organizer that joined the inspection visit:

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **NF or Organizer** |
|  |  |  |
|  |  |  |
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\*Please attach the agenda of the inspection visit (if any)

# **Documents**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Previous season event’s report** | | | | |
| Explanation | Points to be improved for the tournament based on the previous event’s report | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **2** | **FIVB / NF / Promoter Agreement** | | | | |
| Explanation | Signature of the Event’s Agreement by all parties (assess the risk to see if insurance is required) | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **3** | **Organization Chart BVB/05** | | | | |
| Explanation | Submission of the Organisational Chart (BVB/05) to the FIVB | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **4** | **General Information Form** | | | | |
| Explanation | Submission of the General Information From | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **5** | **Event Regulation BVB/06** | | | | |
| Explanation | Discuss the draft of the BVB-06 for the event provided by the FIVB and explain the required information and the submission of the Event Regulation (BVB/06) to the FIVB | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **6** | **Invitation Letter or other documents needed for Visa purpose** | | | | | | |
| Explanation | Explanation on importance of providing an invitation letter for the participants | | | | | | |
| Person in charge of providing the Invitation Letter: | | | Name: | | | Email: | |
| Result | Not discussed |  | | | | | |
|  | Discussed | In place | | Yes [ ] | No [ ] | | Deadline |
|  | | | | Responsible person | |  |

**Venue**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Venue Location** | | | | |
| Explanation | Venue location (indoor facilities, permanent outdoor facilities, beach, etc.) | | | | |
| Result | Not discussed |  | | | |
| Photo | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |
| \*Please attach Venue Layout plus Venue Location / Location Picture (if any) | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2** | **Number of courts and centre court capacity** | | | | | | |
| Explanation | Explanation on the number of courts required (as per the competition format) and seating capacity of centre court | | | | | | |
| Result | Not discussed |  | | | | | |
|  | Discussed | In place | | Yes [ ] | | No [ ] | Deadline |
|  | | | | | Responsible person |  |
| Number of Courts: |  | | Number of Warmup Courts: | | |  | |
| Specify Capacity | Number of seats (Center Court): | | Side A: | | Side B: | Side C: | VIP: |

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| --- | --- | --- | --- | --- | --- |
| **3** | **Accessibility for disabled** | | | | |
| Explanation | Explanation on importance of foreseeing a disabled accessible area at the venue | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **4** | **Facilities close to the venue** | | | | |
| Explanation | Facilities close to the venue, shops, attractions, public transport | | | | |
| Result | Not discussed |  | | | |
| Photo | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **5** | **Detailed venue and stadium layout** | | | | |
| Explanation | Explanation on importance of a detailed venue layout which features all the facilities and areas such as courts orientation, offices for the officials, lounges for the players and officials with dimensions, seating capacity of the center court, parking, sponsor village, accessible area for disabled, etc. | | | | |
| Result | Not discussed |  | | | |
| Photo/layout | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

**Competition**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Preliminary Inquiry and Technical Meeting (if any)** | | | | |
| Explanation | Explanation on procedures regarding the Preliminary Inquiry, Technical Meeting and necessary requirements such as space, time, human resources, etc. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **2** | **Competition Schedule** | | | | |
| Explanation | Explanation on preparing the competition schedule based on number of courts, competition format, sunrise/sunset, weather condition, timing of TV matches, etc. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |
| \*Please attach the draft of the Competition Schedule finalized at the inspection visit | | | | | |

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| **3** | **Organizational Staff** | | | | |
| Explanation | Explanation on the role of Tournament Director, Competition Director, Court Managers, Referee Managers, etc. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |
| \*Please attach the BVB-05 (Org Chart) updated at the Inspection Visit | | | | | |

**Equipment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **BVB/29 and BVB/30** | | | | |
| Explanation | Explanation on the Stadium and Facilities Homologation procedures as well as the Court Equipment Check List | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **2** | **Sand** | | | | |
| Explanation | Explanation on procedures to submit a sand sample to the FIVB recognized lab and required quantity | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
| Tracking Number: | | | Responsible person |  |
| Recommendations received from: Hutcheson Previous events | | | | | |
| Recommendations for the SAND to be applied on site: | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **3** | **Manual Scoreboard** | | | | |
| Explanation | Explanation on the layout and information to be featured on the manual scoreboard (if applied) | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **4** | **Audio System** | | | | |
| Explanation | Explanation of mandatory audio system requirement, watt and direction of the loud speaker | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **5** | **Internet Connection** | | | | |
| Explanation | Explanation on required internet connection and 3G for all the offices, players’ lounge, VIS, electronic scoresheet | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

**Shipment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Flags** | | | | |
| Explanation | Explanation on shipment procedures of the FIVB flags | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |
| Status of Shipment: | Received Shipment in Progress Shipment in Customs Not received  Recieved | | | | |

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| --- | --- | --- | --- | --- | --- |
| **2** | **Medals** | | | | |
| Explanation | Explanation on shipment procedures of the FIVB Medals | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |
| Status of Shipment: | Received Shipment in Progress Shipment in Customs Not received  Recieved | | | | |

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| **3** | **Mikasa ball** | | | | |
| Explanation | Explanation on shipment procedures and storage of the balls | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |
| Status of Shipment: | Received Shipment in Progress Shipment in Customs Not received  Recieved | | | | |

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| **4** | **Uniform (FIVB Delegates and Officials, Organizational staff, Players)** | | | | |
| Explanation | Explanation on shipment procedures and distribution of the uniforms for different groups (Delegates, Officials, Referees, Organizational staff, Players, etc.) and as per the event category | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |
| Status of Shipment: | Received Shipment in Progress Shipment in Customs Not received  Recieved | | | | |

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| **5** | **Net System (as per the event category)** | | | | |
| Explanation | Explanation on shipment procedures and storage of the net system provided by the FIVB | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |
| Status of Shipment: | Received Shipment in Progress Shipment in Customs Not received  Recieved | | | | |

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| **6** | **Electronic Scoreboard (3 and 4 Stars plus other events provided by the FIVB)** | | | | |
| Explanation | Explanation on shipment procedures of the Electronic Scoreboards provided by the FIVB | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |
| Status of Shipment: | Received Shipment in Progress Shipment in Customs Not received  Recieved | | | | |

**Board and Lodging**

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| --- | --- | --- | --- | --- | --- |
| **1** | **Hotel** | | | | |
| Explanation | Hotel category and location (distance from the venue), inspection of the rooms (double and single) for the delegates, officials and players | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **2** | **Room List** | | | | |
| Explanation | Explanation on the total number of rooms required for the participants including delegates, officials and players | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **3** | **Food and Snacks** | | | | |
| Explanation | Explanation and clear instruction on time, location, quality and quantity of meals and snacks for the participants including delegates, officials, players, volunteers, etc. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

# **Transportation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Local Transportation** | | | | |
| Explanation | Provide clear guidelines on local transportation (Airport-Hotel-Airport) and (Hotel-Venue-Hotel). Explanation on adaptation of transport to the competition schedule, frequency of transport and number of vehicles required for all participants including delegates, officials, court personnel, players, etc. during the tournament. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

# **Technology**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Volleyball Information System (VIS)** | | | | |
| Explanation | Explanation on the requirements for implementation of VIS including staff (one person minimum), training for staff, working space, required facilities such as computer, internet, etc. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| --- | --- | --- | --- | --- | --- |
| **2** | **Live Scoring** | | | | |
| Explanation | Explanation on the requirements as per the Handbook | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3** | **Athletes statistics and team videos** | | | | |
| Explanation | Explanation on procedures and requirements | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4** | **Video Challenge System (if in place)** | | | | |
| Explanation | Explanation on procedures and requirements such as shipment of equipment, required space for the operator at the center court | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| --- | --- | --- | --- | --- | --- |
| **5** | **Referee Communication System (Vokkero) (if in place)** | | | | |
| Explanation | Explanation on procedures and requirements such as space for charging the equipment, etc. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

# **Financial Matters**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Prize Money** | | | | |
| Explanation | Explanation on the processes for the payment of prize money (Bank transfer to the players, Bank transfer to the FIVB, Onsite cash to the players) | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| --- | --- | --- | --- | --- | --- |
| **2** | **Tax policy** | | | | |
| Explanation | Clarification on any local tax policy and procedures | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] |  |
|  | | | Responsible person |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3** | **Sanction** | | | | |
| Explanation | Explanation on any sanctions to be applied on the organizer | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

**TV**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Digital Production/TV Requirements** | | | | |
| Explanation | Explanation on TV requirements based on the event category: Streaming, TV production, TV Distribution | | | | |
| Result | Not discussed | Result | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| --- | --- | --- | --- | --- | --- |
| **2** | **Digital Production/TV Matches Schedule** | | | | |
| Explanation | Clarification on timing of TV matches/Streaming matches and coordination between the HTVB, RBMH and the FIVB TV and Marketing Department | | | | |
| Result | Not discussed | Result | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **3** | **Space required at the Venue** | | | | |
| Explanation | Explanation on orientation of the center court as per TV requirements and required area for TV Compound, TV Commentary position, TV Office | | | | |
| Result | Not discussed | Result | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4** | **Sports Radar** | | | | |
| Explanation | Explanation on procedures and proper communication between organizer and Sports Radar | | | | |
| Result | Not discussed | Result | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

**Marketing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Panels** | | | | |
| Explanation | Explanation on different types of panels such as rotating LED panels, static panels as well as their position such as first, second or third row | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2** | **Marketing items / visuals** | | | | |
| Explanation | Review the Marketing items as per Masterplan and provide clear explanation on each item. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

# **Media and Promotion**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Media and Promotion Plan** | | | | |
| Explanation | Verify existence and implementation of the Media and Promotional Plan.  Explain importance of the above plan, suggest ideas and areas of improvement and help with building an action plan | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| --- | --- | --- | --- | --- | --- |
| **2** | **List of Media** | | | | |
| Explanation | List of media to send promotional material and invitation to press conference to | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

# **Sponsorship**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **FIVB’ sponsors** | | | | |
| Explanation | Explanation on FIVB’s Sponsors rights/ Reserved categories as per the Handbook | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2** | **FIVB Sponsor Point of Sale** | | | | |
| Explanation | Explanation on the possibility of implementation of the POS for the FIVB Partners and Sponsors | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3** | **Organizers’ sponsors** | | | | |
| Explanation | List of the organizers’ potential and definite sponsors | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

# **Security, Accreditation and Safety Plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Security Plan** | | | | | |
| Explanation | Explanation on the importance of security plan, content, number of security staff, etc. If required, help organizer with designing a security plan. | | | | | |
| Result | Not discussed |  | | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline | Discussed |
|  | | | Responsible person |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2** | **Accreditation Plan** | | | | |
| Explanation | Explanation on the importance of an accreditation plan and how different levels of accessibility must be given to different groups such as delegates and officials, players, coaches, organizational staff, etc. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| --- | --- | --- | --- | --- | --- |
| **3** | **Evacuation plan and general safety concept** | | | | |
| Explanation | Explanation on the possible incidents and importance of the evacuation plan at different levels (side courts, center court, venue) and a safe place for the participants and spectators. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

# **Medical Area**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Medical Staff and Facilities** | | | | |
| Explanation | Explanation on submission of the Medical Check List, required space and facilities such as first aid, physiotherapy, ambulance, medical staff (doctor and assistant) | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

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| **2** | **Anti-Doping** | | | | |
| Explanation | Explanation on the requirements of Doping and Alcohol tests | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

# **Miscellaneous**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | **Side Events** | | | | |
| Explanation | Explanation on possible activities during the tournament for kids, families and fans, sponsor village, etc. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2** | **National Team Program** | | | | |
| Explanation | Explanation on importance of having local heroes and engaging local media which can lead to bring fans to the stadium. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3** | **VIP and Hospitality** | | | | |
| Explanation | Explanation on submission of a plan for VIP such as VIP Package, VIP area/village, VIP Catering, etc. | | | | |
| Result | Not discussed |  | | | |
|  | Discussed | In place | Yes [ ] | No [ ] | Deadline |
|  | | | Responsible person |  |

Please feel free to add other related items:

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**Summary and key issues to be reported to the FIVB**

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| **Topic** | **Explanation** |
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|  |  |

**Signature of the attendants**

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| Technical Delegate  Date | NF Representative(s)  Date | Organizer Representative(s)  Date |