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| MEDIA REPORT | BVB-20 |
| Media Report Form (+ 1 day) | FIVB Beach Volleyball Events 2019-2020 |

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| |  |  | | --- | --- | | **Event Venue:** | **Event Date:** | |
| **Title of the Event:** |

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| **This form must be filled out by the Press Director – All fields are compulsory. The Press Director must verify that all requested material is enclosed and sent to the FIVB Press Department via DHL (or similar international express mail) within one day of the end of the event. An electronic copy of the media report must also be sent to** [**press@fivb.org**](mailto:press@fivb.org) **within the same timeline.** |

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| 1. **MEDIA STAFF** |

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| **1. Press Director – Personal Data** | | | | |
| Family name: |  | | First name: |  |
| Address: |  | | | |
| City: |  | | | |
| ZIP Code: |  | | Country: |  |
| Phone (home): |  | | Phone (office): |  |
| Mobile phone: |  | | Email: |  |
| Sex: | F: | M: | Nationality: |  |
| Previous beach volleyball experience: |  | | | |
| Spoken language(s): |  | | | |

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| **2. Photographer** |

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| Family name: |  | First name: |  |
| Email: |  | | |
| *Please include a copy of the signed agreement (BVB-07) if hired by the NF/Promoter.* | | | |

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| **3. Announcer/Speaker** |

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| Family name: |  | First name: |  |

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| **4. Volunteers helping with media operations/activities** |

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| Total number: |  |
| Were there enough volunteers? |  |

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| 1. **MEDIA OPERATIONS** |

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| **5. Overall assessment of media operations** |
| |  | | --- | | **Please provide a general assessment of the success of media operations at your event** | |  | | **How many media attended the event?** | |  | | **Were the members of the media satisfied with the event/service/facilities/etc.?** | |  | |

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| **6. Biggest issue in media operations** |

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| **What?** |
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| **What action was taken?** |
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| **What recommendation?** |
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| **7. Press initiatives/activities (for example press conferences, filmed interviews etc.)** |

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| **What were the different activities organised by the press team at the event?** |
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| **When were they organised?** |
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| **Which one was the most popular?** |
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| **8. Timeline of activities** |

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| **Please provide a description of the press team’s activites over the duration of the event** |

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| **9. Assessment of the venue and media facilities (Improvement for future editions)** |
| |  | | --- | | **Media Centre:** | | **Signage**: *general directional signage/Press Centre* | |  | |  | | **Reception Desk**: *Location/accreditation/ Programs and press kit* | |  | |  | | **Media Centre/Working room:** *Opening times/ Locations, access and conditions/Size and capacity/Tables and chairs/Internet/power supply/printer for media operation delegate/etc.* | |  | |  | | **Press Conference Room:** *Location/access/ size/furniture/Microphones/Backdrop/Sound System/etc* | |  | |  | | **Press Buffet:** *Location/Access/size/furniture/food and beverages/TV with centre court feed* | |  | |  | | **Press Buffet:** *Location/Access/size/furniture/food and beverages/TV with centre court feed* | |  | |  | | **Mixed Zone:** *Location/Access and security/FIVB signage around the zone* | |  | |  |  |  | | --- | | **10. Assessment of the overall success of the event (Growth from previous years)** | |

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| **Were there more media at the event this year than at previous editions of the event?** |
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| **Did the event get local/regional/national/international coverage?** |
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| **Were the members of the media satisfied with the event and the organisation of media facilities?** |
| **Please, explain:** |
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| **11. Based on previous answers, are there any areas that need to be addressed in the future?** |
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| 1. **COMMUNICATIONS** |

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| **12. Local/National Media Distribution List** | | |
| Was a regular e-newsletter sent to local/national media prior to the event: | Yes: | No: |
| *Please enclose a list with the names of the journalists/broadcasters and their email addresses, the media they represent and to whom press releases and, during the event, the Daily Bulletin, were sent (Word format).* | | |

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| **13. Press Conferences** |

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| Total number: |  | | |
| Dates | Place | Attendance | Special guests |
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| **14. Event’s Website** |

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| **Was there an event website other than the FIVB’s?** |  | | |
| **If yes, website address**: |  | | |
| **Activation date:** |  | | |
| **Total number of page views prior to the event:** |  | | |
| **Total number of page views right after the event:** |  | | |
| **Three top countries of origin of the website visitors**: |  |  |  |
| **3 most viewed pages:** |  | | |
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| **15. Social Media Activities** |

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| **Which social media were you using?** *(Facebook/ Twitter/ Instagram/ YouTube/ Snapchat/ WeChat/ Weibo/ other)* | |
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| What kind of posts were you doing? Photo/ Video/ Links/ Text/ Other? | |
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| **Specific posts for each platform? Please provide examples if relevant.** | |
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| **When did you start posting about the event? How often?** |  |
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| **What were the top 3 posts?** *(most liked, shared and largest reach)* | |
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| **For each platform used, could you please state how many more followers you have gained during the event (if any)?** | |
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| *Please provide all available statistics regarding your activities on social media.* | |

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| 1. **MEDIA COVERAGE** |

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| **16. Accreditation** |

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| Total number: |  | International Media: |  |
|  |  | Total number of invitations (if any) |  |
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| **17. Summary of Media Coverage** | |
| **List of media that attended the event – please provide a separate file containing this information.** |  |
| Written media (name of publications) |  |
| Digital Media (websites) |  |
| TV broadcasters (TV Channels/streaming websites) |  |
| **Local and regional coverage:** *please also forward reports/clippings to the FIVB Press Department* | |
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| **Video Interviews at the event** |  |
| Which media (name of journalist/TV company) |  |
| Who was interviewed? (Players/ coach/ officials) |  |
| When (after a won/lost match/main draw/elimination phase) |  |
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| **Radio:** |  |
| Which radios were present? (local/regional/international) |  |
| Did they do any interviews? If yes, with which athletes? |  |
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| **What did they do before and during the event to communicate about it?** | |
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| *Please upload all scana of all the press clippings you collected on link provided by FIVB Communication Department* | |

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| **18. Photographs (3-5 star events)** | |
| Total number: |  |
| The link where photos will be uploaded must include at minimum the following photographs (please refer to the checklist):  Min. 5 shots of each of the following: panoramic shots of the stadium; the beaches and venue/city centre; the crowd and full stands; VIPs and celebrities attending the event; post-match interviews and press conferences  Min. 20 shots of the prize-giving ceremony and the podium  Min. 10 shots of the media infrastructure: working room, mixed zone, press conference room, pigeonholes, notice board, café/bar, communications facilities  Min. 15 shots of TV equipment: camera positions, cameramen working during the tournament, technicians, commentators, OB trucks, etc.  Min. 15 shots of all advertising panels in each sector (A, B, C, D); logo exposure, inflatables, net and referee stand, athletes, referees, ball retrievers, uniforms, photographers, time-out area, podium, scoreboard, flags, etc.  Min. 5 action shots of each of the Main Draw athletes  Portrait pictures of all Main Draw teams if required  Any other pictures including social activities, behind-the-scene, welcome/farewell dinner, technical meeting, press conferences, close-ups of trophies, etc.  Min. 15 artistic shots showing the game, the match, the action, the player and all related items. The aim is to provide the human emotion and heroic aspect of the sport, players, officials, fans and volunteers through such artistic pictures. Not the match, more so the human being communicating strong emotions. Such pictures will be mainly used for brochures, presentations and sales materials. | |

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|  | **TYPE OF PHOTOS** | **QUANTITY** | **Link** | **FIVB Website** |
| **1** | Portraits of all Main Draw teams | 4 and 5 star events | X | No |
| **2** | Action shots of Main Draw athletes | Min. 5 of each athlete | X | No |
| **3** | Photos of each day of the competition | Min. 20 | X | X |
| **4** | Prize giving | Min. 20 | X | X |
| **5** | High-resolution originals | ALL | X | No |
| **6** | Stadium | Min. 5 | X | X |
| **7** | Spectators | Min. 5 | X | X |
| **8** | Venue/city centre | Min. 5 | X | No |
| **9** | Entertainment | Min. 5 | X | X |
| **10** | VIPs/celebrities | Min. 5 | X | X |
| **11** | Interviews | Min. 5 | X | No |
| **12** | Press conferences | Min. 5 | X | X |
| **13** | Media infrastructure | Min. 10 | X | No |
| **14** | TV equipment | Min. 15 | X | No |
| **15** | Advertising panels | Min. 15 | X | No |
| **16** | Artistic shots | Min. 15 | X | X |

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| **Important Note** |
| **All digital files must be properly captioned (File Properties in Adobe Photoshop) and organised in separate folders (by gender, by day of competition, by resolution).** |

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| 1. **CONCLUSIONS** |

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| **19. Comparison to previous events** | |
| **Did you organize the same event last year?** |  |
| **Did you encounter any challenges last time?** |  |
| **Did you change anything based on last year’s experience?** |  |
| **What did you change? Was it successful?** | |
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| **20. Key Recommendations/Other Comments** | |
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| Place and Date: |  |  |

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| |  | | --- | | Name: | | Signature: |  |