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| MEDIA FACILITIES CHECKLIST | BVB-37 |
| Media Facilities Checklist Form (+ 1 day) | FIVB Beach Volleyball Season 2019-2020 |

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

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| **Please forward this checklist to the FIVB Press Department along with the Media Operations Delegate Report BVB-50 form and some photos of the media infrastructures.** |

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| **1. Press Hotel** | FIVB Requirements | Actual situation |
| Distance from/to airport/station |  |  |
| Distance from/to stadium | **20min.** |  |
| Shuttle available | **Yes** |  |

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| **2. Media Centre** | FIVB Requirements | Actual situation |
| 1. **Signage**
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| General directional signage | **Yes** |  |
| Signage (press center) | **Yes** |  |
| 1. **Reception Desk**
 |  |  |
| Location |  |  |
| Accreditation | **Yes** |  |
| Programs & Press Kits | **Yes** |  |
| 1. **Media Center/ Working Room**
 |  |  |
| Opening days and hours |  |  |
| Location/Access/Conditions |  |  |
| Size | **Min. 40m²** |  |
| Capacity | **Min. 50** |  |
| Sturdy flooring (platform above sand) |  |  |
| Tables and chairs for press | **Sufficient** |  |
| Area for Media Operations Delegate, table, chair | **Yes** |  |
| Table and chair for Official Photographer | **Yes** |  |
| Hi-speed internet available for Media Operations Delegate /Photographer | **Yes** |  |
| Power Supply for both Media Operations Delegate and Photographer | **Yes** |  |

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| Connection to printer for Media Operations Delegate | **Yes** |  |
| Refreshments for Media Operations Delegate and Photographer | **Sufficient** |  |
| International landline phone | **1** |  |
| Information board (min 2 x 1 m) | **1** |  |
| Pigeon holes | **20** |  |
| Power Supply with adaptors | **Sufficient** |  |
| PC (Internet) connected to printer | **Minimum - 2** |  |
| PC (backup) | **1** |  |
| Printer and Scanner (laser) | **3** |  |
| Copy machine (30 copies per minute) | **2** |  |
| Fax | **1** |  |
| Telephone/Fax (for officials) | **1** |  |
| Hi-speed internet available for Press and Photographers | **Wifi password protected or Min. 20 LAN cables dedicated for press and sufficient number for photographers** |  |
| Translator | **1** |  |
| Television with centre court feed | **1** |  |
| Everything sufficiently labeled | **Yes** |  |
| Working Space for Social Media Journalist - **Table, Chair, Electricity, Internet** |  |  |
| Working Space for Digital Journalist -  **Table, Chair, Electricity, Internet** |  |  |
| Working Space for Behind the Scenes Video Crew - **Table, Chair, Electricity, Internet** |  |  |
| 1. **Press Conference Room**
 |  |  |
| Location/Access |  |  |
| Size | **Min. 40-60m²** |  |
| Capacity | **Min. 25** |  |
| Furniture: podium/tables/chairs | **Yes** |  |
| Name plates | **Yes** |  |
| Podium | **1** |  |
| Tables and chairs (with water on table) | **1+6** |  |
| Microphones – on the tables | **3** |  |
| Microphones – remote | **1** |  |
| Backdrop (approved logos only) | **1** |  |
| FIVB Flag | **1** |  |
| Flowers | **Sufficient** |  |
| Sound System | **1** |  |
| Speakers in working area | **1** |  |
| Chairs for the press | **Min. 25** |  |
| 1. **Press Buffet**
 |  |  |
| Location/Access |  |  |
| Size | **20m²** |  |
| Comfortable Chairs and tables | **Sufficient** |  |
| Food and beverages | **Sufficient** |  |
| Television with centre court feed | **1** |  |
| 1. **Press Tribune**
 |  |  |
| Grand Stand seating | **Min. 50** |  |
| Photographers’ zone | **Sufficient** |  |
| Access |  |  |
| Furniture |  |  |
| Signage |  |  |
| Power supply | **Sufficient** |  |
| Space for Text Commentators - **Tables, Chairs, Electricity, Internet**  |  |  |
| 1. **Mixed Zone**
 |  |  |
| Location | **Adjacent to centre court** |  |
| Access/Security |  |  |
| FIVB signage in and around Mixed Zone | **Yes** |  |