|  |
| --- |
|  |
|  | **+ 1 DAY WT/34** **TV COORDINATION REPORT** |  |

|  |  |
| --- | --- |
| **Event Title:** |  |
| **Location:** |  |
| **Date:** |  |
| **Prepared by:** |  |

## Overall Assessment:

|  |  |
| --- | --- |
| ***Pre-Event Communication*** |  |
| ***Execution of the Event in general*** |  |
| ***Venue*** |  |
| ***Audience*** |  |
| ***Music and Stadium Announcer*** |  |
| ***Staff*** |  |
| ***Hotel*** |  |
| ***Transportation*** |  |
| ***TV Delegate received all necessary information*** |  |
| ***Other remarks*** |  |

## Production Coverage and Distribution

|  |  |
| --- | --- |
| ***Communication with Production*** |  |
| ***Communication with HB*** |  |
| ***Standard of Directing*** |  |
| ***OB Van/Truck*** |  |
| ***Programme according to FIVB Running Order*** |  |
| ***Number of EVS*** |  |
| ***Individual use of EVS*** |  |
| ***Use of official FIVB Graphics*** |  |
| ***Remarks re Graphics*** |  |
| ***Position of Interviews*** |  |
| ***Who did the Interviews*** |  |
| ***Quality of Interviews*** |  |
| ***Opener & Closer used as agreed*** |  |
| ***Postcard(s)*** |  |
| ***Newsfeed according to requirements*** |  |
| ***Shotlist prepared*** |  |
| ***Match Schedule*** |  |
| ***Satellite Transmission*** |  |
| ***Award Ceremony*** |  |
| ***Re-Feeds*** |  |
| ***Challenge System*** |  |
| ***Video and audio recorded correctly on tapes/DVDs/HDDs*** |  |
| ***Recordings sent by courier service to RBMH by HB?***  |  |
| ***Recordings sent by courier service to FIVB by HB?*** |  |
| ***Other remarks*** |  |

## Camera Layout



|  |  |
| --- | --- |
| ***Correct camera positions*** |  |
| ***Additional cameras*** |  |
| ***Net camera*** |  |
| ***Height of camera positions***  |  |
| ***Use of individual cameras*** |  |
| ***Minimum number of cameras and as confirmed on WT/15 ?*** |  |
| ***Shadows*** |  |

## Audio Summary

|  |  |
| --- | --- |
| ***Requirement*** | ***As per FIVB Guideline (Y/N) / Comments*** |
| ***Audio Configuration on the international Feed as agreed*** |  |
| ***Track 1 & 2 = International Sound (Music & effects)*** |  |
| ***Track 3 & 4 = International Sound Mix (inkl. Engl. Commentary)*** |  |
| ***Use of Audio Tracks 5 - 8*** |  |
| ***International sound clear and sharp + free of loud background noise*** |  |
| ***Commentator name*** |  |
| ***Standard of commentary*** |  |
| ***Instructions given to the commentators during the Live Production*** |  |
| ***Commentary box (Size, space, location, equipment)*** |  |
| ***Minimum number of microphones*** |  |
| ***Correct microphone positions*** |  |

## TV Meeting

|  |  |
| --- | --- |
| ***Where*** |  |
| ***When*** |  |
| ***Attendances*** |  |
| ***Topics*** |  |
| ***Other Remarks*** |  |

## Host TV Broadcaster Summary

|  |  |  |
| --- | --- | --- |
|  | ***Y/N*** | ***Comments*** |
| ***Appendix E signed*** |  |  |
| ***WT/14 Form Submitted 60 days before event*** |  |  |
| ***WT/15 Form Submitted 60 days before event*** |  |  |
| ***Minimum Coverage*** |  |  |

## Broadcast schedule on Host Broadcaster’s Domestic TV channel

|  |  |  |  |
| --- | --- | --- | --- |
| ***Match*** | ***Competition Day & Time*** | ***Broadcast Date & Time*** | ***Channel*** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| ***Remarks*** |  |
| ***Live hours on HB channel*** |  |

## SNG & Times on Satellite

|  |  |
| --- | --- |
| ***SNG*** |  |
| ***Engineer*** |  |
| ***Accessed Satellite*** |  |
| ***Comments*** |  |
| ***Feed #*** | ***Start of Broadcast*** | ***End of Broadcast*** | ***Approx needed(Y/N)*** | ***Comments*** |
|  |  |  |  |  |
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|  |  |  |  |  |

## Personnel On-Site

|  |  |
| --- | --- |
| Organizing Committee |  |
| ***Host TV Broadcaster*** | Host TV Broadcaster: Production: Production Manager: Director: |
| ***FIVB*** | Technical Supervisor: Referee Delegate: Press Delegate:  |
| ***Other Broadcasters on-site*** |  |

##

## ENG crew Summary (if applicable)

|  |  |
| --- | --- |
| ***ENG dates and schedule*** |  |
| ***Cameraman name and quality of work*** |  |
| ***Sound man name and quality of work*** |  |
| ***Camera format and tapes format provided*** |  |

## Additional

|  |  |
| --- | --- |
| ***Remarks*** |  |
| ***Recommendations*** |  |

## Photos