

MEDIA REPORT

BVB-20

Media Report Form (+ 7 days)

2014 FIVB Beach Volleyball Events

Event Venue:

Event Date:

Title of the Event:

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

A. MEDIA STAFF

1. Media Operations Director – Personal Data

Family name:		First name:	
Address:			
City:			
ZIP Code:		Country:	
Phone (home):		Fax (home):	
Phone (office):		Fax (office):	
Mobile phone:		Email:	
Sex:	F: <input type="checkbox"/>	M: <input type="checkbox"/>	Nationality:
Previous beach volleyball experience:			
Spoken language(s):			

2. Photographer

Family name:		First name:	
Email:			

Please include a copy of the signed agreement (BVB-07) if hired by the NF/Promoter.

3. Announcer/Speaker

Family name:		First name:	
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4. Volunteers helping with media operations/activities

Total number:	
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B. MEDIA OPERATIONS

5. Assessment of the overall operational success?

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6. Biggest issue in media operations?

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7. Most successful press initiative/activity?

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8. Timeline of activities

9. Assessment of the venue and media facilities? (Improvement for future editions?)

10. Assessment of the overall success of the event? (Growth from previous years?)

11. Areas that need to be addressed in the future?

C. COMMUNICATIONS

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, their email, the media they represent to whom press releases and, during the event, the Daily Bulletin, were sent (Word format).

13. Press Conferences

Total number:

Dates	Place	Attendance	Special guests

14. Event's Website

Website Address:

Activation Date:

Total number of hits prior to the event:

Total number of hits right after the event:

Three top countries of origin of the website visitors:

15. Social Media

Facebook:

Total number of fans prior to the event:

Total number of fans right after the event:

Twitter:

Total number of followers prior to the event:

Total number of followers right after the event:

Total number of mentions of the event (hashtag):

YouTube:

Total number of videos uploaded:

Total number of views right after the event:

Other social media (Weibo, FlickR, Pinterest, Instagram, etc.):	
Special media activities through your social media platforms:	
<i>Please provide all available statistics regarding your activities on social media.</i>	

D. MEDIA COVERAGE

16. Accreditation

Total number:		International Media:	
		Total nb. of invitations:	
<i>Please note that these data must match the event's accreditation list in the FIVB Online Accreditation System.</i>			

17. Summary of Media Coverage

Total number of press clippings:	
TV (hours, number of channels, territories):	
Radio:	
Internet (main websites and blogs talking about your event):	
Did you have any media as event partners?	
<i>Please enclose a DVD/CD with a scan of all the press clippings you collected.</i>	

18. Photographs

Total number:	
The DVD/CD must include at minimum the following photographs (please refer to the checklist):	
<input type="checkbox"/>	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
<input type="checkbox"/>	Min. 20 shots of the prize-giving ceremony and the podium
<input type="checkbox"/>	Min. 10 shots of the media infrastructure: working room, mixed zone, press conference room, pigeonholes, notice board, café/bar, communications facilities
<input type="checkbox"/>	Min. 15 shots of TV equipment: camera positions, cameramen working during the tournament, technicians, commentators, OB trucks, etc.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Min. 5 action shots of each of the Main Draw athletes
<input type="checkbox"/>	Portrait pictures of all Main Draw teams if required
<input type="checkbox"/>	Any other pictures including social activities, behind-the-scene, welcome/farewell dinner, technical meeting, press conferences, close-ups of trophies, etc.
<input type="checkbox"/>	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.

	TYPE OF PHOTOS	QUANTITY	CD/DVD	FIVB Website
1	Portraits of all Main Draw teams	If required	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

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).

E. CONCLUSIONS

19. Key Recommendations

Place and Date:

Signature:

Name

Signature