



MEDIA FACILITIES CHECKLIST

BVB-37

Media Facilities Checklist Form (+ 7 days)

FIVB Beach Volleyball Season 2014

Event Venue:	Date:
Title of the Event:	

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.

1. Press Hotel	FIVB Requirements	Actual situation
Distance from/to airport/station		
Distance from/to stadium	20min.	
Shuttle available	Yes	
2. Media Centre	FIVB Requirements	Actual situation
A. Signage		
General directional signage	Yes	
Signage (press center)	Yes	
B. Reception Desk		
Location		
Accreditation	Yes	
Programs & Press Kits	Yes	
C. Working Room		
Opening days and hours		
Location/Access/Conditions		
Size	Min. 40m²	
Capacity	Min. 50	
Tables and chairs for press	Sufficient	
Area for Press Delegate, table, chair	Yes	
Table and chair for Official Photographer	Yes	
Hi-speed internet available for Press Delegate/Photographer	Yes	

Power Supply for both Press Delegate and Photographer	Yes	
Connection to printer for Press Delegate	Yes	
Refreshments for Press 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	3-5	
PC (backup)	1	
Printer (laser)	3	
Copy machine (30 copies per minute)	2	
Phones (call-back, collect)	2	
Provision for private lines	As req'd	
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	
D. Press Conference Room		
Location/Access		
Size	Min. 40-60m²	
Capacity	Min. 20	
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	
E. Press Buffet		

Location/Access

Size	20m ²
Comfortable Chairs and tables	Sufficient
Food and beverages	Sufficient
Television with centre court feed	1

F. Press Tribune		
Grand Stand seating	Min. 50	
Photographers' zone	Sufficient	
Access		
Furniture		
Power supply	Sufficient	
G. Mixed Zone		
Location	Adjacent to centre court	
Access/Security		
FIVB signage in and around Mixed Zone	Yes	