

**- 30 DAYS****WT/37**

MEDIA FACILITIES CHECKLIST

Press Director and Press Delegate's checklist covering media facilities and amenities for all FIVB Beach Volleyball (international) events. This form must be sent to the FIVB Press Department and to the FIVB Press Officer for their eventual feedback.

PRESS HOTELS					
		FIVB requirements	Currently available	Required changes/comments	Findings during final inspection
1	Distance from/to airport/station				
2	Distance from/to stadium	20 min.			
3	Shuttle available	Yes			
PRESS CENTRE					
		FIVB requirements	Currently available	Required changes/comments	Findings during final inspection
A Signage					
1	General directional signage				
2	Signage (press center)				
B Reception Desk					
1	Location				
2	Accreditation				
3	Programs & Press Kits				
C Working Room					
1	Opening days and hours				
2	Location/Access/Conditions				
3	Size	Min 40 m ²			
4	Capacity	Min 20			
5	Area for Press Delegate	Yes			
6	Table & chair for Press Delegate	Yes			
7	Table & chair for Official Photographer	Yes			
8	ADSL or equivalent for Press Delegate	Yes			
9	ADSL or equivalent for Photographer	Yes			
10	Power Supply for both Press Delegate & Photographer with adaptors	Yes			
11	Connection to printer for Press Delegate	Yes			
12	Refreshments for Press Delegate & Photographer (Can be included in Press Buffet)	Sufficient			
13	Tables	Sufficient			
14	Chairs	Sufficient			
15	Information board (min 2 x 1 m)	1			
16	Pigeon holes	20			
17	Power Supply with adaptors	Sufficient			
18	PC (Internet and English Operating System)	2			
19	PC (backup)	1			
20	Printer	2-3			

21	Copy machine	2			
22	Phones (call-back, collect)	4			
23	Provision for private lines	As req'd			
24	Fax	1			
25	Fax (for officials)	1			
26	Phone (for officials)	1			
27	Phone cards machine	1			
28	Translator to translate FIVB press releases into local language and local press releases into English	1			
29	High speed ISDN or ADSL for Press and Photographers (Wi-Fi and LAN cables)	1 LAN cable per photographers' chair			
30	Provision of analogue lines for Press	Sufficient			
31	Television	1			
32	Everything sufficiently labelled	Yes			
D Press Conference Room					
1	Location/Access				
2	Size	Min 30 m ²			
3	Capacity	Min 20			
4	Furniture: podium/tables/chairs	Yes			
5	Equipment				
6	Podium	1			
7	Tables and chairs (with water on table)	1 + 6			
8	Microphones – on the tables	3			
9	Microphones – remote	1			
10	Backdrop (approved logos only)	1			
11	FIVB Flag	1			
12	Flowers	Sufficient			
13	Sound System	1			
14	Speakers in working area	1			
15	Chairs for the press	20			
E Press Buffet					
1	Location/Access				
2	Size	20 m ²			
3	Comfortable Chairs and tables	Sufficient			
4	Food and Beverages	Sufficient			
5	Television	1			
F Press Tribune					
1	Location – Grand Stand seating				
2	Photographers' zone	Sufficient			
3	Access				
4	Furniture				
5	Power supply	15			
G Mixed Zone					
1	Location				
2	Access/Security				
3	FIVB signage in and around Mixed Zone				