



**+ 7 DAYS**

**WT/34**



## TV COORDINATION REPORT

**EVENT TITLE:**

**LOCATION:**

**DATE:**

**PREPARED BY:**

### 1. Executive Summary

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### 2. Overview Table

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### 3. Personnel

<b>Organizing Committee</b>	Promoter: NF Representative:
<b>Host TV Broadcaster</b>	Name of HTVB: Producer: Director:
<b>FIVB</b>	Technical Supervisor: TV Coordinator: Referee Delegate:

### 4. On-site TV Briefing Summary

<b>Date/Time</b>	<b>Location</b>	<b>Attending</b>

5. Host TV Broadcaster Summary

	YES	NO
<i>Appendix E signed</i>		
<i>WT/14 Form Submitted 60 days before event</i>		
<i>WT/15 Form Submitted 60 days before event</i>		
<i>Minimum number of cameras (X)</i>		
<i>Cameras as per confirmed WT/15 Form</i>		
<i>Minimum Coverage</i>		
<i>Use of Official FIVB Graphics</i>		
<i>Audio Configuration as agreed</i>		
<i>Audio recorded correctly</i>		
<i>Picture Quality</i>		
<i>Picture Sharp &amp; Clear</i>		
<i>Colours Level</i>		
<i>Colour bars</i>		
<i>Programme according to FIVB Running Order</i>		
<i>Recording on new tapes</i>		
<i>Analogue recordings</i>		
<i>Recordings available after each match</i>		
<i>Drop Outs</i>		
<i>Minimum Broadcast</i>		
<i>Tapes as per required format</i>		

6. Broadcast Summary

<i>Programme</i>	<i>Live / Delayed</i>	<i>Date</i>	<i>Duration (From – To)</i>

7. Graphics Summary

<i>Layout</i>	<i>As per FIVB Guidelines (Y/ N)</i>
Name of athlete	
Country abbreviation	
Permanent Score	
Set Score	

Latin characters	
Graphics clean, bright and clear	
Free of broadcaster identification	
Free of sponsor identification	
Proper use of Swatch-FIVB World Tour logos	
Official event name inserted	
Copyright credit included	
Quality of graphics	
Size	
4:3 or 4:3 Safe	
Swiss Timing implementation as per Handbook	
Equipment to properly implement the Swiss Timing graphics	

## 8. Audio Summary

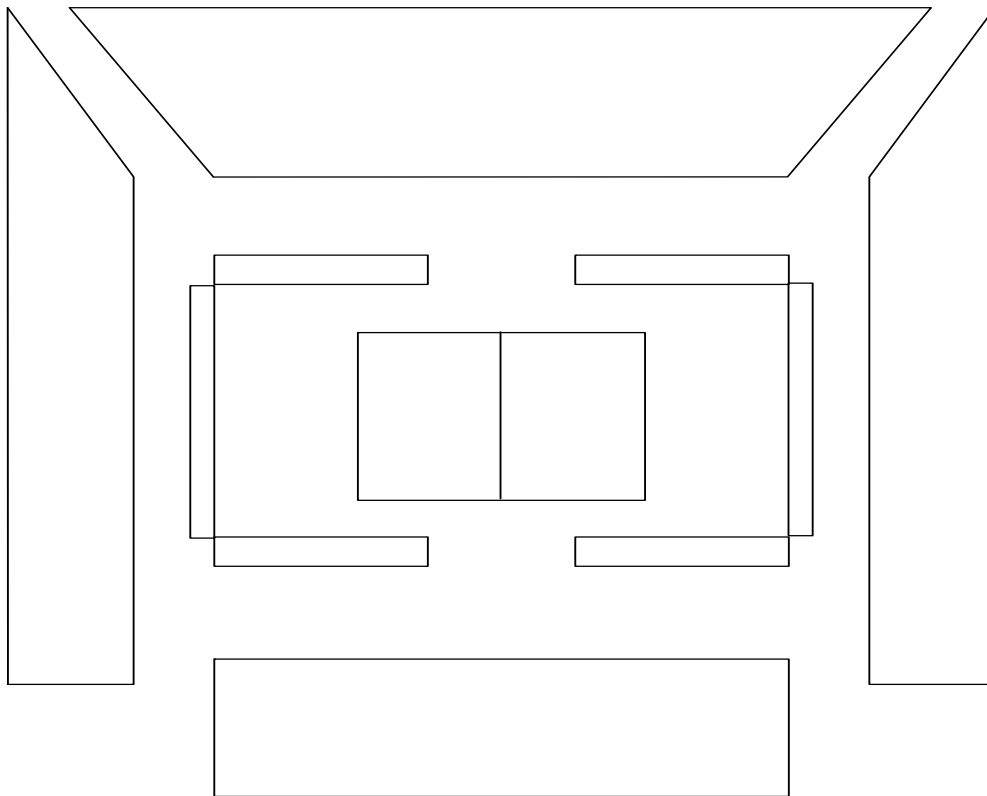
<b>Requirement</b>	<b>As per FIVB Guideline (Y/N)</b>
Track one = Mixed IT and English Commentary	
Track two = IT only	
International sound clear and sharp	
International sound free of loud background noise	
Commentator name:	
Standard of commentary	
2 x semi-finals covered	
Final for 3 <sup>rd</sup> /4 <sup>th</sup> place covered	
Final for 1 <sup>st</sup> /2 <sup>nd</sup> place	
Location	
Size of commentary position	
Space	
Monitors	
Headsets	
Talk back to OB Van	
Information	
Security	

## 9. ENG Summary

<b>ENG Schedule</b>	
<b>Cameraman</b>	

<b>Sound man</b>	
<b>Analogue Tapes</b>	
<b>Tapes Provided</b>	
<b>Availability of ENG crew for news and highlight as per Appendix E</b>	
<b>Interviews, back stage, etc. required to enrich the of the HL program</b>	

**10. Camera Layout**



**11. Camera Use Summary**

<b>Correct camera positions</b>	
<b>Additional cameras</b>	
<b>Optional net camera</b>	
<b>Height of camera positions</b>	
<b>Use of individual cameras</b>	
<b>Minimum number of microphones</b>	
<b>Correct microphone positions</b>	
<b>Shadows</b>	

**12. Status of the Shipment of the Video- Tapes To Echo and IEC**

<i>In accordance with the technical specifications required</i>	
<i>Date and Type of Courier</i>	

**13. Conclusion**

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**14. Recommendations**

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