

# **CEV Champions League Volley Final Four**

**Candidature  
Application  
Guidelines for  
the seasons  
2026, 2027 &  
2028**



**Final  
Four**

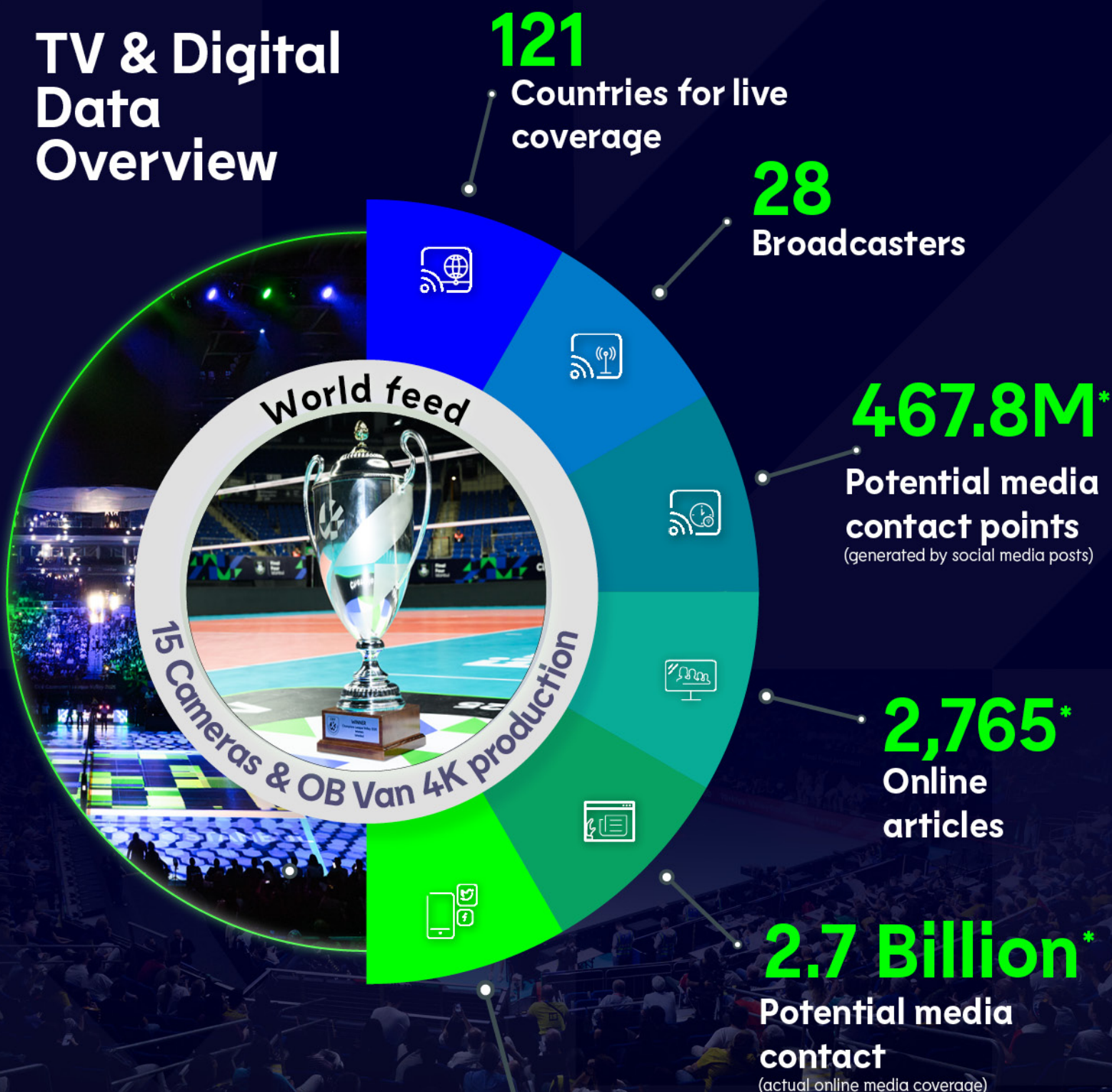


**Final  
Four  
Łódź**



**Final  
Four  
Istanbul**

# TV & Digital Data Overview



**83.21M\***  
Total Impression

**43.7M\***  
Total video views

**2M\***  
Total Engagement

CEV social platforms: Instagram, Facebook, TikTok & Youtube

# 1 Introduction

## 1.1 General information

The 2025 edition of the CEV Champions League Volley Final Four was a major success, with the events held in Lodz and Istanbul for men and women, respectively, receiving overwhelmingly positive reviews from players, media, fans, and other key stakeholders alike. Organised for the first time since 2018, the Final Four truly coincides with the pinnacle of the club season – thereby gathering the top four teams as well as an impressive share of the world's best players in one place for a truly spine-tingling major, final showdown.

The CEV would like to invite all interested parties to apply for the organisation of the top volleyball event: from National Federations, clubs, and cities to event agencies and promoters.

The prospective applicants are requested to present a detailed Candidature Application explaining their intentions to deliver the CEV Final Four and to provide answers to all the raised questions and documents set in these guidelines. The applicants are more than welcome to provide any additional information to further demonstrate their attractiveness as a candidate.

In this Candidature Application Guidelines, the CEV outlines the basic requirements for interested parties to become the organiser of the CEV Champions League Volley Final Four and presents the key organisational processes to stage a successful event.

Within the deadline set by the CEV, all interested parties are entitled to submit their candidature to organise the CEV Champions League Volley Final Four. Once appointed, the organisers shall abide by all pre-requisites described in this Application Guidelines.

## 1.2 Event format

Please see the Event overview below:

- Name of the Event: CEV Champions League Volley 20xx "Gender" Final Four "Host City"
- Event format and schedule overview:
  - 4 teams qualified for the Final Four through the CEV Champions League Volley 20xx
  - 2-day Event with 4 matches: 2 semi, 1 bronze medal match and 1 gold medal match
- Dates:
  - Women's Final Four 2/3 May 2026
  - Men's Final Four 16/17 May 2026.
  - Women's Final Four 1/2 May 2027
  - Men's Final Four 15/16 May 2027
  - Women's Final 22–23 April 2028
  - Men's Final Four 6–7 May 2028

## 1.3 Candidature Application fee

The starting bidding fee for the Organisation of the CEV Champions League Volley 20xx Final Four is €1.000.000

## 1.4 Candidature Application deadline

All application documents must be submitted to the CEV by:

- 4 July 2025 for Champions League Final Four 2026
- 1 December 2025 for Champions League Final Four 2027 and 2028

## 1.5 Candidature Application delivery

The CEV expects Applicants to submit the following materials:

- 1) Application Letter
- 2) Candidature Application
- 3) Other supporting materials (e.g. videos, photos, maps, supporting letters)

As part of the green movement, the CEV kindly requests the Application requirements in electronic format and invites Applicants to provide their Candidature Applications and all other necessary materials as mentioned above, digitally as well.

CEV is open to receiving the documents by means of your preferred file sharing provider. In either case, please contact [events@cev.eu](mailto:events@cev.eu) regarding the preferred delivery option and in case you need any assistance.

The Organiser Agreement will be countersigned by CEV after the candidate has been appointed. The signed copies will be returned to the signatories.

The CEV Office will confirm the successful acceptance of the Application delivery via email.

## 2 The Appointment Process

### 2.1 Application

The CEV invites the interested parties to apply for the organisation of the CEV Champions League Volley 2026, 2027 and 2028 Final Four. The Application process is based on respect, fairness and honesty.

The appointment of the Organiser is based on a bidding process. Any Candidature Application shall be presented in English and respect the following procedures:

- In accordance with the Application delivery procedures as set on page 4
- All data provided shall always be factual, accurate and precise.

Each Applicant shall also appoint one individual representative as main contact for the CEV, during the entire Application process.

All related content developed by or on behalf of the Applicant shall be vested in and remain the full ownership of the CEV. The CEV also reserves the right to use all information and content received across the media and digital channels.

The CEV Office is ready to assist you with any questions regarding the application process, please contact [events@cev.eu](mailto:events@cev.eu) for any needs you may have.

### 2.2 Evaluation

The following criteria will be considered favourable in the evaluation process of the applications:

1. Application's level of completion and detail.
2. Unique candidatures that will allow further development of Volleyball in Europe.
3. Long-term commitments to organise Volleyball events.
4. Added value to increase the level of CEV Events along with concrete plans and actions exceeding the requirements of the CEV Volleyball Competitions Regulations.

### 2.3 Awarding

The CEV Board of Administration appoints the Organiser at the end of the evaluation process.

The appointed Applicant will automatically become the Organiser of the respective CEV Champions League Volley Final Four 2026, 2027 or 2028.

Public announcement of the appointed Organiser will be made in collaboration with the CEV at a mutually agreed date.



## 3 Implementation Process

### 3.1 Implementation

The implementation process will start after the official appointment of the Organiser.

The Organiser and the CEV work in close cooperation throughout the implementation process to deliver an international top-level event for all stakeholders involved.

The CEV Event will be organised and prepared following several site visits, meetings and conference calls, and based on a detailed masterplan agreed with the Organiser. For these purposes, the project management tool provided by the CEV will be used.

### 3.2 Cooperation and organisation documents

The CEV will support the organisation of the CEV Champions League Volley 20xx Final Four and the Organiser will be working closely with the CEV Events Department on the delivery of the Event.

The CEV, as European Volleyball governing body, will provide guidance to the Organiser ensuring continuous communication by attending periodical meetings and coordinate the exchange of information between relevant workforces.

The CEV Champions League Volley 20xx Final Four will be organised and played following the provisions stated in the Event Handbook. The Event Handbook is created in order to combine all the necessary information in one place – specific Event upgrades and the relevant points from CEV Regulatory Framework:

- CEV Volleyball Competitions Regulations
- Official Volleyball Rules,
- FIVB Volleyball Sports Regulations,
- FIVB Medical and Anti-Doping Regulations,
- CEV Champions League Volley 2026, 2027 and 2028 Official Communication

# 4 Organiser

## 4.1 Organisation

The Applicant is invited to introduce its organisational team and share a brief history of previous international top events organised.

In addition, the Organiser is asked to provide a budget for delivering the CEV Champions League Volley Final Four 20xx. It shall include the bidding fee as well the insurance inclusive of third-party liability and event cancellation policies, in order to cover force majeure for any unforeseen events.

Please provide the CEV Events Department with the filled in table below.

BUDGET OUTLINE:

AREA (EXPENSES)	NET EUR
Venue	
Match technology	
Promotion	
Branding	
Hospitality	
Sport Presentation	
Media	
Accommodation	
Transportation	
Insurance	
Other services (please specify)	
Bidding fee	
<b>Total</b>	

REVENUES	NET EUR
Public contributions	
Own Resources	
Others (to be specified)	
<b>Total</b>	

ORGANISATION CHART OUTLINE:

Function	Name	e-mail
Project leader		
Event responsible		
Technical responsible		
Sport Presentation responsible		
Media responsible		

## 4.2 Host City

The Host City authorities play a crucial role in ensuring various promotional activities on local level. Therefore, the applicants shall explain how the Host City is supporting the overall branding and promotion of the event. Additionally, each applicant shall explain how local and regional tourism authorities are involved in promoting the event.

REQUESTED HOST CITY INFO
A proposal of the host city with a support letter from the city for the organisation of this event (for promotional and financial support)
Commitment of the Host City to ensure branding and promotion activities in the most meaningful, touristic and attractive areas of the city
Text description of the Host City
Promotional videos of Host City
Photographs of the Host City
Maps of the Host City

## 4.3 Venue & Technical standards

The Organiser shall ensure that the Venue is accessible and ready for use a minimum of 3 days prior to the start of the Event. The Organiser shall respect this deadline while taking into consideration needs for the technical venue set up and installation times required by various suppliers.

The Venue shall have the following standards:

- Minimum seating capacity: 10,000 seats.
- Minimum height: 12.5 meters
- Competition area: 35 x 26 meters

Further to that, the Applicant shall fulfil and provide for the following requirements:

- Venue Lighting configuration: 2000 lux **with immediate switch on/off possibility**
- State of the art spot lights system and audio stereo sound system
- Minimum 2 Giant screens\*
- LED advertising system around the Field of Play\*
- The Venue and its premises must be clean of any advertising and commercial messages
- Top class hospitality area
- Fitness facility for the participating teams\*
- Training/warm-up hall is highly recommended to ensure best possible conditions for the participating teams and be equipped with Volleyball synthetic flooring (Volleyball lines only).

\* dimension requirements shared in the Event Handbook

The proposed Venue shall accommodate the CEV Match Technology and the necessary cabling set-up under the synthetic flooring. Please see Match Technology chapter for additional information.

REQUESTED VENUE INFO
Venue proposal
Venue blueprints – covering competition area, backstage, media zones, VIPs/officials area and broadcast sections
Seating map
Photographs and videos of the Venue
A city map indicating the Venue localisation with regard to proposed hotels
Photographs of the Venue if used in the past for other sporting or cultural activities



## 5 Event

### 5.1 Marketing rights

All rights not expressly granted remain the exclusive property of CEV and may only be assigned through a separate agreement.

All marketing rights are held by CEV and may be granted partially or fully to the Organiser, subject to financial compensation.

### 5.2 Promotion

Promotion of the Event is the key element in its success. The Organiser shall therefore present the list of planned promotional activities together with the tentative timeline within the bidding document.

The Organiser shall appoint a person in charge of promotional activities who shall cooperate closely with the CEV to work out a detailed plan, which will ensure the best possible promotion of the Event in their City and Country.

The Organiser shall exploit the following promotional rights:

- Host city dressing and branding,
- European promotional campaign,
- Digital promotion,
- Organise entertainment and side events (in and outside the Venue and in the Host city),
- Print advertising material,
- Organiser's workforce (staff and volunteers) dress-up, excluding the Competition Court personnel
- Promotional stands,
- Venue branding according to the CEV Champions League Volley 2025 Brand Guidelines

#### REQUESTED INFORMATION & QUESTIONS TO BE ANSWERED IN THE OUTLINE PROMO PLAN

Provide a promotional plan outline
How is the Host City going to support you? What branding support and assistance in promotional activities are the local authorities going to provide you?
What public figures would you like to involve in promoting the Event (e.g. sport ambassadors/endorsements, influencers etc)
What strategies have you considered to ensure successful ticket sale?
How do you plan to involve the community in the overall promotion of the Event (e.g. schools, sports clubs, sports associations, fitness centres, etc)?
How do you plan to involve youth in order to promote Volleyball in the Host City and nationally?
Please provide a tentative calendar of the planned activities

### 5.3 Branding

The Organiser is responsible for delivering all event branding materials and providing them in the Event specific style.

The full Brand package will be shared with the Organiser including graphic elements, graphic templates along with the CEV Champions League Volley 2025 Brand Guidelines. The Organiser will be responsible to adjust any

templates to specific sizes or to create other specific graphics following the Brand Guidelines and upon approval of the CEV.

### 5.3.1 Venue branding

Venue branding is an important tool to ensure a common corporate identity of the competition and to provide a consistent and well-defined "look & feel".

The Organiser shall deliver a clean Venue; its duties include but are not limited to the following:

- To supply venues and its premises clean and free of any branding or advertising messages unrelated to the event
- Provide venue dressing & branding on the areas inside as well as outside of the Venue following the templates that shall be made available on the CEV Cloud
- To ensure that only officially Event approved Commercial partners have any form of identification in the venue and its premises as well as on any event materials (print, merchandise, digital, etc.)
- Monitor and control, during the entire Event, that no corporation, which is not directly linked to the competition by contract, claim to have a relation to the competition, through unauthorised use of Marks, misleading communication or improper association.

### 5.3.2 Outside branding

The Organiser shall take special care to make the event identifiable in the Host City:

- Posters should be spread around the venue, the local and the regional area advertising the event,
- Large billboards should also be used where possible
- Countdown clocks, light shows on the buildings or LED advertisement of the Event
- Murals or other street art campaigns,
- Any other innovative idea is always welcome

### 5.3.3 Online branding

The Organiser is strongly encouraged to do online promotional campaigns following the Event identity, implementing online banners / PPC campaign:

- Social media marketing
- Sponsored search
- Usage of partner and sponsor channels for Event activation
- Usage of existing channels of NF (website, social media channels) and their affiliates (e.g. league, regional associations, clubs)

### 5.3.4 Use of the Event Logo and Marks

Event Marks represent the intellectual property of the CEV associated with the CEV brand. Any use of Event Marks is subject to the CEV Champions League Volley 2025 Brand Guidelines and its use shall be always confirmed with the CEV.

CEV Marks Approval: Any use of any event marks requires the prior written approval by the CEV. If the use of any Event Mark is not approved, the Organiser may not go ahead with the implementation.

### 5.3.5 Mandatory branding items

The Organiser shall produce as a minimum the following mandatory branding items:

PRE-EVENT ITEMS:

- City billboards
- City posters

VENUE ITEMS:

- Outside venue branding
- Accreditation centre
- Pre-match interview backdrop close to the arrival of team busses

- Wayfinding and accreditation zones
- Team changing rooms
- Coin toss backdrop and table
- Floor stickers
- Players' benches
- Referee chair
- Net poles
- Sport presentation table
- Media tribune (table branding)
- Additional tier branding
- Mixed zone (Host Broadcaster, TV/Radio – primary RH, TV/Radio – secondary RH, Press & Print Media)
- Transparent backdrop for flash interviews
- Monochrome carpet around Field of Play covering the space between the tribunes and the court LED perimeter

#### HOSPITALITY AREA:

- Welcome desk
- Branded VIP area
- Branded VIP bracelets

#### HOTEL ITEMS:

- Welcome desk
- Media meeting branding (only for Teams Hotel)

#### OTHER BRANDING ITEMS:

- Bus branding for transportation of the Teams
- Car branding for transportation of the Officials
- Airport welcome desk
- Volunteers' clothing
- Accreditation cards and lanyards
- TV camera stickers
- Photographer/cameraman bibs

#### AWARDING CEREMONY MATERIAL:

- 2 Podiums
- Trophy stands
- Trays for medals
- Red carpet

## 5.4 Ticketing

The Co-organiser shall name a leading ticketing provider, through which all available tickets of the Event can be managed and sold. This includes not only public ticketing but also all ticket contingents such as VIP, Commercial partners' tickets, complementary tickets, etc.

The Co-organiser retains 100% of the ticketing income. There are several ticket contingents that shall be blocked for the CEV usage and shall be excluded from the budget calculations

The Host City shall support the CEV and the local Ticketing Partner to promote the Event, with the setup of the ticketing system and its implementation for the event.

The CEV reserves the rights to implement a CEV Ticketing Partner and optimise a centralised ticketing system that includes online sales channels as well as retail channels and the Co-organiser shall ensure the implementation of this system for delivering the ticketing solution.

### 5.4.1 CEV & Commercial Partners reserved tickets

The tickets reserved for CEV and Partners are:

- 200 VIP category tickets with full hospitality and car passes per match
- 150 First category tickets per match

The Co-Organiser shall propose the distribution of CEV VIP and First category tickets with a detailed map of the stands for spectators clearly indicating the proposed rows and number of seats as well as the location of the VIP room for CEV approval during the first site visit. The CEV VIP category and CEV First category ticket shall have a centralised position in relation to the Field of Play.

### 5.4.2 Participating Teams tickets

The CEV shall make available the following tickets for the participating teams:

- For each Team Delegation:
  - 400 tickets (50 % in First category, 50% in Second category) to be purchased for the fans of the respective team and shall be reserved for 10 days after the quarter-finals. After such deadline the CEV is free to use them.
  - 30 First category tickets free of charge for the families of the players and shall be confirmed by the respective team 10 days after the quarter-finals.
  - 10 VIP category tickets free of charge and shall be confirmed by the respective team 10 days after the quarter-finals.
  - 10 VIP category tickets to be purchased and shall be kept available for the respective team 10 days after the quarter-finals. After such deadline the CEV is free to use them.
- 50 Seats close to the Field of Play shall be made available throughout the whole Event for team officials not seated on the bench of the teams involved in the match, as well as for the participating team delegations currently not involved in the match.

### 5.4.3 Ticketing Strategy

The CEV and the Organiser shall present an outline proposal of the planned ticketing strategies and price levels, including ticket categories as well as discounts for various groups (children, students, people with disabilities, volleyball clubs, etc.). The Organiser shall also provide the seating map with the proposed allocation of the different categories.

Requested info:

TICKETING CATEGORIES & PROPOSED PRICES	
Category	Price
Category 1	
Category 2	
Category 3	
VIP	
Any additional category	

GROUPS & PROPOSED DISCOUNTS	
Group	Discount %
Children (define age)	
Students	
Elderly people (define age)	
People with disabilities	
Any additional group	

The final ticketing strategy shall be accessed and defined together with CEV and the Co-organiser.

## 5.5 Hospitality

The quality of the infrastructure, decoration and catering shall be modern and of the same level as other top quality international sporting events.

Commercial rights in the hospitality area:

- The Organiser shall decorate the VIP / hospitality areas with event branding materials.
- Any use of the CEV Event marks, branding and promotional activities shall follow the CEV Champions League Volley Brand Guidelines and shall be sent for approval to CEV.
- Any apparent branding or commercial identification of third parties not expressly authorised by CEV in the sky boxes, business lounges or other areas of hospitality facilities shall be removed.
- No promotional or commercial objects and/or materials of whatever nature may be brought into the common hospitality areas without the prior written approval of CEV.

Hospitality area standards:

- Location shall be easily accessible to VIP tribune for VIP guests
- Hospitality and catering services shall start 1 hour before the start of the 1st match and end 1.5 hour after the second match, while continuously providing a varied offering of warm & cold meals as well as alcoholic and non-alcoholic drinks throughout the indicated times in sufficient amounts
- CEV is entitled to a dedicated hospitality area; its exact location shall be approved during the site-visit.

The CEV President's protocol shall be shared in the Event Handbook. This protocol shall define the transportation and accommodation standards along with the President's activities guidelines.

## 6 Technical

### 6.1 Venue set-up

#### 6.1.1 Backstage

ROOMS/AREAS	MINIMUM REQUIREMENTS	
<b>Team changing rooms</b>	<ul style="list-style-type: none"> <li>- no. 4 (1 per team)</li> <li>- size: 30 m2</li> <li>- showers &amp; toilets</li> </ul>	<ul style="list-style-type: none"> <li>- massage tables: 1</li> <li>- chairs and benches: 20</li> <li>- ice Machine: 1</li> </ul>
<b>International referee changing rooms</b>	<ul style="list-style-type: none"> <li>- no. 2 (1 per gender)</li> <li>- size: 20 m2</li> <li>- showers &amp; toilets</li> </ul>	<ul style="list-style-type: none"> <li>- tables: 1</li> <li>- chairs: 5</li> </ul>
<b>Line Judges and scorers</b>	<ul style="list-style-type: none"> <li>- no. 2 (1 per gender)</li> <li>- size: 20 m2- showers &amp; toilets</li> </ul>	<ul style="list-style-type: none"> <li>- chairs: 10</li> </ul>
<b>Ball retrievers &amp; floor moppers</b>	<ul style="list-style-type: none"> <li>- no. 1</li> <li>- size: 20 m2</li> </ul>	<ul style="list-style-type: none"> <li>- toilets</li> <li>- chairs and benches: 15</li> </ul>
<b>Entertainment changing room</b>	<ul style="list-style-type: none"> <li>- no. 1</li> <li>- size: 20 m2</li> </ul>	<ul style="list-style-type: none"> <li>- toilets: 1</li> <li>- chairs and benches: 15</li> </ul>
<b>Medical room</b>	<ul style="list-style-type: none"> <li>- no. 1</li> <li>- size: 25 m2</li> <li>- massage tables: 1</li> <li>- tables: 1</li> <li>- chairs: 4</li> <li>- phone: 1</li> </ul>	First aid equipment and basic medication: <ul style="list-style-type: none"> <li>- Defibrillator, oxygen and ice machine</li> <li>- Alcohol Test equipment</li> <li>- Material for Referee Health controls a calibrate weight scale, height rod, Snellen vision chart and blood pressure monitor)</li> </ul>
<b>Doping control room</b>	WAITING ROOM: <ul style="list-style-type: none"> <li>- size: 25 m2</li> <li>- tables: 1</li> <li>- chairs: 6</li> <li>- fridge: 1</li> </ul>	SAMPLING ROOM: <ul style="list-style-type: none"> <li>- size: 15 m2</li> <li>- tables: 1</li> <li>- chairs: 4</li> <li>- phone: 1</li> <li>- toilet size: 5m2</li> </ul>
<b>CEV Commercial partner storage</b>	no. 1 <ul style="list-style-type: none"> <li>- size: 25 m2</li> <li>- tables: 1</li> <li>- chairs: 6</li> </ul>	<ul style="list-style-type: none"> <li>- locked &amp; secured</li> </ul>
<b>Media working room</b>	<ul style="list-style-type: none"> <li>- capacity: min. 60 seats</li> <li>- High-speed Internet (Wi-fi &amp; cabled)</li> <li>- PC: 1 (connected to the laser printer &amp; wired internet)</li> <li>- laser and high-capacity printer: 1</li> <li>- TV monitors showing live matches of the tournament</li> </ul>	<ul style="list-style-type: none"> <li>- tables equipped with two power plugs/sockets per person</li> <li>- lockers</li> <li>- event branding</li> </ul>
<b>Accreditation points</b>	<ul style="list-style-type: none"> <li>- no. 2 (Media, Teams &amp; Officials)</li> <li>- event branding</li> </ul>	EQUIPMENT <ul style="list-style-type: none"> <li>- printers</li> <li>- laminating machines</li> <li>- computer</li> </ul>



OFFICES	MINIMUM REQUIREMENTS
<b>CEV Jury room</b>	<ul style="list-style-type: none"> <li>- no. 1</li> <li>- size: 24 m2</li> <li>- tables</li> <li>- chairs</li> <li>- PC: 1</li> <li>- Wi-Fi &amp; cabled internet</li> </ul>
<b>CEV Event Team room</b>	<ul style="list-style-type: none"> <li>- no. 1</li> <li>- size: 24 m2</li> <li>- tables</li> <li>- chairs</li> <li>- PC: 1 (connected to the laser printer)</li> <li>- high speed photocopier and laser printer: 1</li> <li>- Wi-Fi &amp; cabled internet</li> </ul>
<b>CEV Sport Media Agency room</b>	<ul style="list-style-type: none"> <li>- no. 1</li> <li>- size: 24 m2</li> <li>- tables</li> <li>- chairs</li> <li>- Wi-Fi &amp; cabled internet</li> <li>- TV Monitors with the international signal</li> </ul>

### 6.1.2 Competition areas

AREAS	MINIMUM REQUIREMENTS
<b>Mixed Zone</b>	<ul style="list-style-type: none"> <li>- Located between the exit of the court and the players' changing rooms</li> <li>- Easily accessible from the Media Tribune</li> <li>- Length: 15 m</li> </ul>
<b>Media Tribune</b>	<ul style="list-style-type: none"> <li>- Unobstructed view to the FoP not close to the LED Perimeter</li> <li>- Capacity: 120 seats</li> <li>- Tables equipped with two power plugs/sockets per person</li> <li>- High-speed Internet (Wi-fi &amp; cabled)</li> <li>- Dedicated signage for media, radio &amp; broadcasters</li> </ul>
<b>Technical seating area</b>	<ul style="list-style-type: none"> <li>- Short side (in the media tribune if applicable)</li> <li>- ca 20 seats</li> <li>- tables equipped with two power plugs/sockets per person</li> <li>- High-speed Internet (Wi-fi &amp; cabled)</li> </ul>
<b>Commentary Positions</b>	Requirements in Broadcasting facilities

## 6.2 Accommodation

### 6.2.1 General requirements for Teams

- 4/5-star hotel of recent interior decoration (max 10 years old)
- Distance from the Venue – up to 30 min drive
- High-speed internet free of charge (common areas, rooms and meeting rooms)
- Necessity of early check-in (starting from 12:00) and late check-out according to the teams' arrival/departure schedule
- Dedicated and efficient check-in and check-out to be ensured for the teams

### 6.2.2 Room requirements for Teams

- Stay period:
  - Arrival: -2 days
  - Departure: +1 day
- No. of participating teams: 4
  - 8 double rooms (twin beds) for each team to be covered by the Organiser
  - 5 single rooms for each team to be covered by the Organiser

- 3 extra rooms for each team to be covered by Teams
- All members of each Team to be accommodated on the same floor
- Rooms for the teams to be preferably fit with a shower (no bathtub) and bed extension for the comfort of the players

Bigger sized room for physiotherapist with sufficient space for setting up the massage table and any medical equipment

#### **6.2.3 Meal requirements for Teams**

- Breakfast
- 3-course lunch in buffet style with sufficient still water
- Snack in the afternoon
- 3-course dinner in buffet style with sufficient still water
- Separation in dining area for each Team to be made available

**The meals shall be served according to the teams' schedule. In case of late practice/match, the hotel needs to ensure late dinner. Meal Guidelines and menu examples will be shared in the Event Handbook.**

#### **6.2.4 General requirements for Officials & Event Team**

- 4/5-star hotel of recent interior decoration (max 10 years old)
- Distance from the Venue – up to 30 min drive
- High-speed internet free of charge (common areas and rooms)
- Necessity of early check-in (starting from 12:00) and late check-out

#### **6.2.5 Room requirements for Officials and Event Team**

- Stay period:
  - Arrival: starting from -5 days (detailed arrival/departure plan to be shared at later stage)
  - Departure: +1 day
- No. of persons:
  - 30 single rooms to be covered by the Organiser
  - Additional needs to be communicated at a later stage and to be covered by CEV
- Single Rooms equipped with a working table

#### **6.2.6 Meal requirements for Officials and Event Team**

- Breakfast
- 3-course lunch in buffet style
- 3-course dinner in buffet style
- The hotel shall have a reserved table for the officials at the hotel's restaurant
- All meals shall be served including drinks and sufficient still water

**The meals shall be served according to the Officials' and Event Team schedule. In case of late meeting/match, the hotel needs to ensure late dinner.**

#### **6.2.7 Rooms and areas**

- Availability: for the whole stay period
- Welcome desk with branding
- 3 meeting rooms:
  - Capacity: 30 persons
  - Equipment: beamer/large video screen and flipchart
- Media meeting room:
  - Min size: 80 m2
  - Equipment: event branding material
- Video/photo shooting room:
  - Min size: 40 m2
  - Equipment: 2 tables and 4 chairs

- o High-speed internet: detailed requirements to be communicated at a later stage

**The Organiser shall ensure the set-up for different meeting purposes and shall ensure the needed set-up changes according to the meetings schedule that will be shared in due time.**

### 6.2.8 CEV President stay

The Organiser shall cover all arrangements for the CEV President's stay, during site visits or the Event itself with suitable high-level accommodation options. Detailed Protocol will be shared in the Event Handbook.

REQUESTED ACCOMMODATION INFO
Fact sheet of the proposed Teams Hotel
Fact sheet of the proposed Officials Hotel
Fact sheet of the proposed VIP Hotel
Distances from relevant venues (Competition Venue, Training & Fitness facilities, Airport)

## 6.3 Transportation & Visa

### 6.3.1 International transportation

International transportation is arranged by each participating team. Teams are required to arrive 2 days before the start of the competition and depart the day after the end of their participation in the competition (TBC).

The CEV shall arrange and cover the international travel expenses for the CEV Officials and Event Team for a maximum of 30 persons in Economy class of a regular airline to and from the Host City.

### 6.3.2 Local transportation for Teams

The following transportation services need to be guaranteed for the teams:

- Bus standard: modern air-conditioned busses
- The busses shall be branded according to the event identity; template to be provided together with the full Organiser's brand package
- Number of busses required: 4 (dedicated bus per team)
- Bus capacity per team: minimum 30 persons
- Availability:
  - o Start: -2 days (according to the arrival schedule of each Team)
  - o End: +1 day (according to the departure schedule of each Team)

### 6.3.3 Local transportation for Officials and Event Team

For the CEV Officials and Event Team the Organiser shall provide and cover the following transportation standards:

- Mini-van standard: modern air-conditioned
- Availability:
  - o Start: -5 days
  - o End: +1 day
- Transfers:
  - o from arrival airport to the hotel according to the arrival schedules
  - o between the Venue and the hotel according to the official activities
  - o from hotel to departure airport according to departure schedules
- The services shall be organised with sufficient shuttle services in order to allow the attendance of all involved people to the official Event activities.

### 6.3.4 Local transportation for VIPs

For the following VIPs the Organiser shall provide and cover the following transportation standards:

- CEV President & other selected authorities (can be requested also during event related duties):

- Up to 3 dedicated luxury cars with a driver to be available during all stay for all day (e.g. Audi A6/A8, Mercedes E- class or similar executive sedan)
- Transfers between the airport to/from VIP Hotel according to arrival and departure schedule
- Transfers between the VIP Hotel and Venue/other location according to the activities schedule
- CEV BoA Members and CEV guests:
  - VIP standard car or VIP mini-van
    - Transfers between the airport and VIP Hotel according to arrival and departure schedule
  - Bus or mini-van for up to 50 persons for the following transfers:
    - between the VIP Hotel and the location for the official CEV activities
    - between the Venue and the VIP Hotel for the matches

### 6.3.5 Visa requirements

The arrangement of any visas required for Teams is the full responsibility of the respective Team. The Organiser is required to issue the invitation letters in due time.

The arrangement of any visas required for the International Referees, CEV Officials and CEV Event Team is the responsibility of the Organiser together with the appointed person. The Organiser shall bear any costs related to its issuing.

REQUESTED TRANSPORTATION & VISA INFO	
Information about the airport (name, website location, etc) and distances from to the proposed Venue and proposed hotel(s)	
A map and information about the transportation system to ensure the above set standards.	
A public transport concept for Volleyball fans (how to reach the Venue etc)	
A letter of guarantee from national authorities in charge of immigration and visa procedures confirming simplified visa procedures for all CEV Stakeholders	

## 6.4 Accreditation and Security

The Organiser is requested to:

- Use the CEV Accreditation System
- Apply the CEV Accreditation Zoning Plan
- Ensure monitored access to areas for accredited people only
- Access control for accredited and not accredited people
- Apply security measures for ensuring a safe Event
- Apply all necessary security measures to guarantee the safety of all CEV stakeholders in the Venue, training facilities and at the official hotels
- Apply all precautions and security measures for all TV equipment within and outside the Venue (including commentary and studio positions), such as personnel, fences around the compounds etc.; the TV-compound area and the SNG-compound area shall be separated and secured from the general public.

Requested areas in the Venue according to the CEV Accreditation Zoning Plan:

1. Field of Play
2. Competition Backstage Area
3. Organisation
4. Media Centre
5. Media Tribune
6. Mixed Zone
7. Broadcast Area
8. Doping Control Area
9. VIP Area
10. Spectator Area

REQUESTED ACCREDITATION & SECURITY INFO	
Have you contacted the respective authorities in your country/city to discuss and ensure the necessary security measures?	
Are there any national laws in place regarding security measures applicable to this Event?	
Are there any special actions needed to ensure the safety of all participants?	
A proposal of the Venue Zoning Plan in accordance with the CEV Accreditation Zoning Plan	
Clear security plan and staffing proposal in accordance with the proposed Venue Zoning Plan	

## 6.5 Match Technology

CEV Volleyball matches are delivered using the latest technological solutions. The Organiser needs to ensure and cover costs related to the human resources and devices. CEV provides the match technology software's, E-Scoresheet, Data Volley 4 and Video Sharing to allow precise and smooth running of the competition as well as organisational delivery of the event.

The Organiser needs to implement the following technology solutions on the Field of Play:

- Video Challenge system facilities\*
- Laptops and tablets for E-Scoresheet, Data Volley 4 and Video Sharing
- Referee Communication System with 6 headphones
- Communication system for the Events delivery team
- Litescore for E-Scoresheet
- Scorers and Statisticians to operate the E-Scoresheet, Data Volley 4 and Video Sharing

\* For the avoidance of any doubt, the CEV will appoint the Video Challenge system provider for this event and cover related equipment and service fee. It is however the responsibility of the Organiser to support free-of-charge the implementation of such technology in terms of additional platforms/cabling/internet connection and any additional requirements indicated in the fact sheet of the appointed supplier.

To ensure a professional in-game data collection during the event, the usage of the E-Scoresheet and Data Volley 4 software is mandatory for all matches of the CEV Competition. The LOC shall provide the necessary set-up of hardware (Windows laptops), dedicated & high-speed cabled internet connection and power supply. The Organiser shall also provide an experienced workforce in terms of scorers & statisticians to operate the E-Scoresheet, Data Volley 4 and Video Sharing software at all times during matches.

Usage/appointment of technology providers needs to be approved by CEV in order to guarantee the best and most innovative technical solutions for Volleyball. The Organiser shall support the CEV in data collection strategy and in finding innovative solutions to help in the development of the sport. More details on Match Technology will be available in the Event Handbook.

## 6.6 Medical and Anti-doping

The CEV is in charge of ensuring a WADA Accredited Laboratory is responsible for processing any samples and for covering the costs. The Organiser shall only provide the necessary facilities for the anti-doping controls.

Other Organiser's responsibilities are:

- Organise first aid for teams and for spectators during the Event and trainings (nurse, medical supplies).
- Ensure first aid facilities, medical doctor and nurse in the Venue for the players and spectators.
- Ambulance is highly recommended in front of the Competition Venue; should the national legislation not allow that, the time to get an ambulance should be less than 10 minutes.
- Ensure first aid for players in the hotel or doctors on call.
- Determination of hospital for possible hospitalization is mandatory. Contact details need to be provided.
- Appoint a local doctor and share contact details with CEV.

REQUESTED MEDICAL & ANTI-DOPING OPERATIONAL SERVICE
List of hospitals
Local Doctor
Ambulance attendance plans
First aid technical requirements
Any other operational medical service

## 6.7 Site visits

Various site visits will be conducted by the CEV Team in collaboration with CEV Sport Media Agency Partners in order to help the Organiser deliver the Event standards.

During these site visits, the Organiser is responsible for providing the local transportation, accommodation and catering to the visiting team.

The CEV shall take care of the international transportation and per diem for CEV staff.



# 7 Sport Presentation

## 7.1 Expectations

Sport Presentation is a fundamental element of all CEV Volleyball Events. It encompasses the look, sound and feel of the event and aims to create an exciting and energetic atmosphere for both the onsite spectators and those watching at home.

A proposal for potential Sport Presentation plan for the CEV Final Four shall be presented to the CEV Events department. It shall include the latest technology, fan engaging solutions (fan cams, interactive games on giant screens, etc.) and show elements to make it a top international sports event.

The Organisers shall prepare and propose a set of innovative solutions in the technical delivery as well as appoint professional and experienced personnel to deliver the program to take the event to next level.

The Sport Presentation plan shall develop and implement all of the event production and entertainment elements in the stadium and on the field of play – control the entrance of the athletes, the music, the video and scoreboard content, entertainment on and around the field of play, interaction with the fans and the opening show and awards ceremony.

The Sport Presentation program should provide an added value to the Event to draw more spectators, sponsors, and commercial interest.

The CEV will support the Sport Presentation delivery with common graphics, jingles, match protocol, and other SPR items based on further discussions.

## 7.2 Sport Presentation key elements

### 7.2.1 Stage Lights

The lighting system installation is crucial for the sport presentation possibilities & implementation in the Competition Venue.

Following the lighting requirements of this document, the Organiser shall implement rich set-up with vast number of stage & gobo lights for Sport presentation purposes in order to create a buzzing atmosphere in the Venue during the Event.

Technical proposal of both match lights as well as stage and gobo lights system shall be provided to the CEV for approval. The Organiser shall add or adjust the quality and quantity of the match lights as well as the lights systems used for Sport presentation based on the feedback of the CEV.

### 7.2.2 Sport Presentation technology solutions

The Organiser shall make available video mapping projectors or similar technological solutions (i.e. laser lights) in order to ensure a great in-Venue and TV experience. The proposals shall be shared with CEV for approval.

For all the approved technology CEV shall make available the graphical content based on the final event's sport presentation concept.

### 7.2.3 Media server

The Organiser shall make available a media server capable to run via timecode. The Organiser shall make sure to set up a system with no delays in the connection from all the various inputs.

## 7.3 Sport presentation staff requirements

Sport Presentation staff is required to run the events effectively and carry out all entertainment elements of the event. CEV will work closely on development and delivery of the Sport Presentation with the Organiser. A professional crew responsible for Sport Presentation shall be appointed and hired by the Organiser. CEV may reinforce and support the Sport Presentation Team with its own personnel. This shall cover personnel responsible for the direct interaction with the fans – e.g. Speaker and Producer.

The Organiser will be responsible for providing a professional mascot entertainer, and all technical staff such as lights operator, giant screen operator etc.

### REQUESTED SPORT PRESENTATION INFO

Outline of Sport Presentation concept
What kind of opening show would you plan to deliver? What special effects do you plan to implement?
What Sport Presentation items would you use? (fan cam, interactive games, etc.)
What is the lights set up in the hall? Would you install additional lighting systems?
What technology is available in the hall and which technology will you additionally implement for Sport Presentation purposes?
Which special effects do you plan to implement for the awarding ceremony?

## 8 Media

### 8.1 Domestic media coverage

Public awareness and media coverage of the CEV Champions League Volley – Final Four both in the build-up and during the event is a key measure of its success.

Volleyball athletes and teams should also be placed at the centre of any media activities proposed by the Organiser, offering sports fans the unique opportunity to know not only their national athletes but also the international stars of the sport.

Typically, communication activities at domestic level should feature a combination of both traditional and digital media elements.

The Organiser may use and/or create their own social media pages for editorial and informative purposes. It must inform the CEV of their social media accounts. Such media are an excellent tool to reach national audiences, target the young generation and communicate the CEV Champions League Volley Final Four brand. It is not necessary to geo-block social media sites for promotional purposes.

### 8.2 International media coverage

Alongside a global TV coverage, the Event will receive exposure on cev.eu via news stories, photo galleries and match results. Matches will also be streamed on a live basis on CEV digital platforms at CEV's discretion.

The CEV Media Team will distribute on a regular basis content via major international media outlets. As support to the Organiser, the CEV Media Team will also foster cross-posting activities and provide access to CEV's in-house technology to create social media graphics.

### 8.3 Media rights

The Organiser does not hold any media rights in relation to the CEV Champions League Volley Final Four event. Such rights are exclusively managed by the appointed CEV Sport Media Agency on a global basis on behalf of the CEV.

Notwithstanding the above and subject to restrictions from its Sport Media Agency, the CEV will make available to the Organiser selected media rights on a non-exclusive basis for promotional purposes on its owned and operated digital platforms, including promotional clips, near-live clipping, match highlights and archive footage.

### 8.4 Broadcasting facilities

The television production of the CEV Champions League Volley Final Four matches is the sole responsibility of the CEV Sport Media Agency Infront. It is the responsibility of the Organiser to provide free-of-charge the following broadcast facilities to the CEV and its Sport Media Agency in order to ensure a professional sport broadcast delivery:

DESCRIPTION/AREA	MINIMUM REQUIREMENTS
<b>TV &amp; SNG Compound</b>	Venue to have adequate space for up to 10 parking spaces immediately adjacent to the venue itself for TV production and transmission vans.
<b>Camera platforms</b>	-Main camera platform for one (1) or two (2) cameras centralised above the court and at the appropriate angle to produce the TV signal.

	<ul style="list-style-type: none"> <li>-Necessary camera platforms including but not limited to, short sides of the court and reverse camera, etc.</li> <li>-The need of additional camera platforms and scaffoldings will be discussed during the technical site inspection.</li> <li>-Venue to support the implementation of a <b>cable-suspended camera system</b> for aerial broadcast shots.</li> </ul>
<b>Commentary positions</b>	<ul style="list-style-type: none"> <li>-Adequate space for up to 8 commentary positions for each match of the event to be located on the same side of the main camera and as close as possible to the playing area. Should the construction of commentary positions require more seats or the building of a platform due to venue specifications, the Organiser is responsible for such additional costs.</li> <li>-Each commentary position must be equipped with two (2) or three (3) seats and one (1) table, electricity, internet connection and telephone lines (the Organiser is only responsible for providing technical assistance in relation to telephone lines to be booked and paid by visiting broadcasters).</li> </ul>
<b>Connectivity (LAN &amp; WLAN)</b>	Venue to have sufficient, high-speed and dedicated internet connectivity in the production relevant areas and infrastructure.
<b>TV Graphics implementation</b>	Minimum of three (3) seats and one (1) table, electricity and internet connection should be provided for the graphic operator (if requested) and must be positioned on the court level next to the data/statistics operators.
<b>Power supply</b>	Provided that it is not provisioned by the appointed host broadcaster, the sufficient and uninterrupted supply of electricity including a Twin-Pack Power Generator 100 + 100 KW fully redundant power plant (i.e. two (2) power generators always working at the same time with one (1) functioning as emergency back up to the first one
<b>CEV Sport Media Agency Office</b>	Located in the vicinity of CEV's office, it is fully furnished and equipped with WLAN, broadband Internet connection, one (1) TV-set with the TV signal.

<b>REQUESTED MEDIA INFO</b>	
An outline media/editorial content plan including key milestones, target audience and highlighting relationship with regional and national media	
Detailed budget for domestic media operations	
An outline plan for how the Organiser will utilise social media to create awareness and interest around the event, the brand and the athletes	
Number of personnel responsible for media relations, digital media and public relations (and their level of experience)	
Number of volunteers dedicated to media services	

## 9 Letter of Application

Dear CEV President,

The \_\_\_\_\_ herewith applies for hosting and the promotion of the following event as per the Candidature Application submitted to CEV:

CEV Champions League Volley	FINAL FOUR
To be held in the city	and country of
To be held in the (venue)	
The tournament will take place on:	(Women) or (Men)

We confirm that by submitting our application, we commit to the fulfilment of all conditions included in the Candidature Application Guidelines and the relevant provisions of the CEV Regulatory Framework.

We look forward to receiving your acceptance.

Date  
Place:  
(Name, signature and seal)

Date:  
Place:  
(Name, signature and seal)