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| --- | --- |
| **OVERVIEW** | |
| **Event’s Title** |  |
| **Date** |  |
| **Venue** |  |
| **Localization** | *General comment on venue localization, proximity to places of public interest etc* |
| **Event Organiser**  **(Promoter */* National Federation)** | |  | | --- | | Name:  Tel: Email: Website: | | Contact person:  Tel: Email: | |
| **Weather Conditions** | *In regard to anticipated for the season conditions in the area and the effect to spectators attendance* |
| **COLLABORATION WITH DELEGATES (Supervisor / Referee / Medical / Press)** | |
| **Comment on overall collaboration with each** |  |
| **Communication skills** |  |
| **Knowledge and ability to explain rules & decisions** |  |
| **Problem solving ability** |  |
| **SPECTATORS REPORT** | |
| **Overall attendance within the venue** | *Please indicate per day and in total – illustrated with photos* |
| **Organisers side activities organized** | *Brief description accompanied by photos* |
| **Assessment of organiser’s promotional activities** |  |
| **SPONSORS REPORT** | |
| **List of sponsors supporting the event** | *Name, status (Sponsor, Supporter, supplier etc), product category* |
| **Sponsors Village/ Promotional area** | YES *Illustrated with photos if so* NO |
| **Sponsors side Activities organized** | *Brief description accompanied by photos* |
| **Assessment of sponsors promotional activities** | *If any* |
| **MEDIA REPORT** | |
| **Media Operations Director** | Name: Tel: Email: |
| **Photographer** | Name: Tel: Email: |
| **List of Media Partners** | *Name, category* |
| **List of journalists & photographers present** | *Please attach a CEV PR-01 form* |
| **List of communication tools used- effectiveness** | *Event’s Website / No of hits*  *Social media accounts (Facebook, Twitter, You Tube, etc) - No of followers* |
| **Press and e-media clippings** | *Please attach a folder of printer/scanned copies* |
| **TV report (where applicable)** | *Name of TV Production agency / Total hours produced*  *Name of Host Broadcaster / Total hours broadcasted* |
| **Assessment of overall media operations success** |  |
| **Biggest issue in media operations** |  |
| **Most successful press initiative / activity** |  |
| **Assessment of the venue and media facilities** |  |
| **Areas to be covered in the future** |  |
| **OTHER COMMENTS (if any)** | |
|  | |
|  |  |
| **Name, Title within the OC:** |  |
| **Signature** |  |