



IFSC Global Timeline

Event Preparation – Milestones

Disciplines	Timeline	Item	Resp.	Scope of Service
All	January of event year	Officials Nomination	IFSC	IFSC will nominate the following team of officials: <ul style="list-style-type: none"> - Technical Delegate (TD) - Jury president - International Judge (for Boulder and Lead events) - Route Setting Team (for Boulder and Lead events)
All	January of event year	Invoice payment	EO	Latest deadline for payment of IFSC invoice
All	January of event year	Rules Publication	IFSC	To ensure fairness and regulate all IFSC competitions
All	By March 31	Staff Planning	IFSC	IFSC to provide production team assignments per event
All	6 months b.e.	Insurance certificate	EO	EO will send a copy of the insurance certificate for the Event
All	6 months b.e.	Event preparation	IFSC	IFSC will contact with EO and define work plan and timeline in accordance with IFSC regulations
All	6 months b.e.	Information publication	EO	EO will provide the following information: <ul style="list-style-type: none"> - Draft Information Sheet for Team for validation by the IFSC/TD and publication on the IFSC Website - Draft Field of Play design - Climbing wall design - List of available holds for route setting - Proof of compliance with Speed Sport Equipment regulation - First version of Event Schedule
All	6 months b.e.	Wall design	TD / CRS	TD will review with EO the wall and structure design, to verify accordance with the IFSC safety regulation. TD will advise on best design for good sport presentation. CRS will review wall design in order to prepare route setting.
All	5 months b.e.	Event Branding	IFSC	The IFSC will send the graphic matrix to be filled out with all the required information.
All	4 months b.e.	Field of Play Design/Layout	IFSC	EO will transfer to the IFSC the final Field of Play design, as well as information about technical equipments (holds, volumes), venue and facilities
All	4 months b.e.	FOP	TD + VD	IFSC will advise EO on FOP layout for good sport presentation, TV and Sport purposes



All	4 months b.e.	Event Branding	EO	EO will transfer to the IFSC the graphic matrix and their partners logos which need visibility on the Event Branding materials (reference to the document on the EOH)
All	3 months b.e.	Info & Needs	IFSC/EO	IFSC Production team will send to the EO the "Info & Needs" document for the tv production
All	3 months b.e.	Event Branding	IFSC	IFSC will design and send the final version of the Event Branding to the EO
All	3 months b.e.	Event schedule	IFSC	IFSC will review the events schedules, to comply with IFSC policy and regulation
All	3 months b.e.	Media accreditations	IFSC	Media accreditation opens
All	2 months b.e.	Press conference	IFSC/EO	The IFSC and the EO start planning the organization of the press conference, to be held on the same day of the technical meeting
All	1 month b.e.	First coordination meeting for technical planning	IFSC/EO	IFSC and EO to set a first coordination meeting regarding IFSC production team
All	1 month b.e.	Media plan	IFSC	The IFSC shall be responsible for international media plan and provide an international press review. The Event Organiser is responsible for national communications/promotion and media/social media plan in collaboration with the IFSC
All	3 weeks b.e.	Press conference	IFSC	The IFSC sends out the invitation to its list of international media
All	15 days b.e.	Event Branding	EO	The EO will be charged with the responsibility of printing out all graphic materials included in the Event Branding, sent to them and validated by the IFSC and by IFSC partners
All	1 week b.e.	Media accreditations	IFSC	Deadline for filming requests
All	1 week b.e.	Last coordination meeting	EO	EO will communicate last development on technical situation regarding production and TVs
All	1 week b.e, during, up to 2 days a.e.	Social Media	IFSC	IFSC will promote each event through its social media and website
Lead and boulder	6 days b.e. until last day of event	Route setting	IFSC	IFSC nominated Route Setting Team to arrive and take care of all route setting. EO will provide equipment, on time, in accordance with relevant regulation. Please check Route Setters check-list for complete requirements.
All	5 days b.e. at the latest & 2 days a.e. at the latest	Press releases	IFSC	The IFSC will write and distribute press releases related to all events, and will require the Event Organiser to provide a minimum amount of information pertaining to the event no less than 15 days before the commencement of the event. Specifically, the IFSC will issue a press release both before and after the event



All	2 days b.e. to start of event	Operations	TD+VD	TD + VD advise the EO in general operation onsite and in particular: <ul style="list-style-type: none"> - FOP branding and logo placement in agreement with what was defined with IFSC. - Ceremonies and protocols - Schedules - IFSC Rules and regulations - Athletes and Athletes' entourage
All	at the Technical Meeting	Latest timetable	IFSC	TD could amend the timetable, after registrations number are confirmed and technical meeting. EO to transmit the information to the stakeholders
All	1 day b.e.	Media accreditations	EO	The EO prints media accreditations
Speed	1 day b.e.	Speed Check	IFSC	IFSC TD will proceed with checking that the wall can host the Speed World Record according to IFSC regulation
All	1 day b.e.	Sequence of ceremonies	EO + VD	EO will provide to TD and to VD a precise sequence of the presentation and other ceremonies scheduled at key moment of the event
All	1 day b.e.	In event coordination meeting	IFSC	The IFSC officials + VD and the EO should attend together a coordination meeting, production of event will be object of discussion
All	during event	Judging	IFSC	IFSC President of Jury to manage the result production and assist national judges. EO will provide equipment, on time, in accordance with relevant regulation.
All	during event	Handheld devices	EO	EO will provide 5 Tablets for Lead events and 10 for Boulder.
All	during event	Graphics	IFSC	IFSC will turn live result data into graphics. IFSC will provide feed, EO will be responsible to display it onto audience screens. IFSC will be responsible for TVs
All	during event	TV production	IFSC / Host Broadcaster	Producer + VD will ensure sound, graphics, video, editing, post event report
All	6 hours a.e.	Media plan	IFSC	Delivery of press release: the night of the event, including pictures
All	3 hours a.e.	TVs	IFSC	TV News edits and dope sheets to be provided via an ftp server for TV stations to download. IFSC production team will also upload the video of the events within 3 hours a.e
All	1 month a.e.	Press clippings & Post-Event report	IFSC	IFSC will provide an international post-event report, including international press review, after each event. Event Organiser assistance is requested for National Press clippings
All	Always available/ upon request	Statistics	IFSC	YouTube statistics are available on IFSC YouTube channel. IFSC will provide statistics regarding the back-up stream (if any)