



IFSC Global Timeline

Event Preparation – Milestones

Timeline	Item	Resp.	Scope of Service
January of event year	Officials Nomination	IFSC	IFSC will nominate the international team of officials
January of event year	Invoice payment	EO	Latest deadline for payment of IFSC invoices
January of event year	Rules Publication	IFSC	To ensure fairness and regulate all IFSC competitions
6 months b.e.	Insurance certificate	EO	EO will send a copy of the insurance certificate for the Event
6 months b.e.	Event preparation	IFSC	IFSC will contact with EO and define work plan and timeline in accordance with IFSC regulations
6 months b.e.	Information publication	EO	EO will provide the following information: - Draft Information Sheet for Team for validation by the IFSC - Draft Field of Play design - Climbing wall profiles - List of available holds for route setting - Proof of compliance with Speed Sport Equipment regulation IFSC to validate all the items above
6 months b.e.	HR planning	EO	The EO will provide the organisational matrix to the IFSC, with the contact details of the responsible for each area
3 months b.e.	Event Branding	IFSC	The IFSC will send the graphic matrix to be filled out with all the required information
3 months b.e.	Field of Play Layout	EO	EO will transfer to the IFSC the final Field of Play Layout
3 months b.e.	FOP	IFSC	IFSC will advise EO on FOP layout
3 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
3 months b.e.	Info & Needs	IFSC	IFSC Production team will send to the EO the "Info & Needs" document for the tv production
3 months b.e.	Staff Planning	IFSC	IFSC to provide team assignments per event
2 months b.e.	Logistics	EO	EO will send a proposed hotel and quotation for the IFSC personnel accommodation



2 months b.e.	Event Branding	IFSC	IFSC will design and send the final version of the Event Branding to the EO
2 months b.e.	Media accreditations	IFSC	Media accreditation opens
3 months b.e.	Staff Planning	IFSC	IFSC to provide team assignments per event
1 month b.e.	TV production meeting	IFSC/EO	IFSC and EO to set a meeting regarding IFSC production team
1 month b.e.	Media plan	EO	The EO should contact the IFSC to align on the communication plan around the event
1 month b.e.	Event Branding	EO	The EO will be charged with the responsibility of printing out all graphic materials, designed and validated by the IFSC.
15 days b.e.	Registration closes	IFSC/EO	Deadline of registrations and number of participants confirmed. Adjustment on the program and running of EO operations related (Printing BIBs, others.)
1 week b.e.	Media accreditations	IFSC	Deadline for Media Accreditations
1 week b.e.	Last coordination meeting	EO/IFSC	EO and IFSC to set a meeting for the latest development on event organisation
6 days b.e. until last day of event	Route setting	IFSC	IFSC Route Setting Team to arrive onsite and take care of the route setting. EO will provide equipment, on time, in accordance with relevant regulation. Please check Route Setters check-list for complete requirements.
2 days b.e. to start of event	Operations	IFSC	IFSC personnel arrive onsite and advise the EO in general event operations. Preparation of the technical meeting of the following day
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
1 day b.e.	Media accreditations	EO	The EO prints media accreditations
1 day b.e.	Sport Equipment Check	IFSC	IFSC team will proceed with checking all the requirements related to sport equipment
1 day b.e.	Sequence of ceremonies	EO	EO will provide to TD and to VD a precise sequence of the awarding ceremony and run a dress rehearsal
1 day b.e.	In event coordination meeting	IFSC	The IFSC officials + VD and the EO should attend together a coordination meeting for the final preparation of the event

Please note that the table above includes the milestone of the relationship IFSC/Event Organiser. All the detailed responsibilities of the Event Organiser are included in the full Event Organiser Handbook (EOH)