

Annexe 7 Check List

	Who does it?	Done?
<p>1 Title of the Competition:</p> <p>1.1 Deadline:</p> <p>1.2 Organiser:</p>		
<p>2 Venue:</p> <p>2.1 Name of the hall:</p> <p>2.2 Postcode / city</p> <p>2.3 Tel.: Location/Hall</p> <p>2.4 Tel.: Renter</p> <p>2.5 Tel.: Caretaker</p> <p>2.6 Tel.: Contractual partner</p> <p>2.7 Premises required</p> <p>2.7.1 Projection Hall</p> <p>2.7.2 Additional room for Evening event</p> <p>2.7.3 Lockable equipment store</p> <p>2.7.4 Cloakroom</p> <p>2.7.5 Foyer</p> <p>2.7.6 Room for jury meeting</p> <p>2.7.7 Kitchen</p> <p>2.8 Rental agreement required? Available</p> <p>2.9 Start and end times</p> <p>2.9.1 Earliest possible time to start setting up</p> <p>2.9.2 Start of the event</p> <p>2.9.3 End of the event</p> <p>2.9.4 Latest time for removing equipment</p>		

- 2.10 Restrictions of the process by:
 - 2.10.1 Churches, Institutions,
 - 2.10.2 Police hours?
 - 2.10.3 Other agreements
- 2.11 Property Management
 - 2.11.1 by,
 - 2.11.2 the following restrictions:
- 2.12 Other Agreements
- 2.13 Advanced announcements, Advertising, Press**
- 2.14 Information to club leaders
- 2.15 Preliminary information to the Press
 - 2.15.1 Which newspapers?
 - 2.15.2 Which Magazines?
 - 2.15.3 National Organisation magazine
- 2.16 Information to film makers
- 2.17 Information to jurors
- 2.18 Messages to individual members
- 2.19 Programme booklets/publications
 - 2.19.1 Editorial Office
 - 2.19.2 Cover
 - 2.19.2.1 Design, graphics, typesetting
 - 2.19.2.2 Format
 - 2.19.2.3 Printing process
 - 2.19.2.4 Printer

2.19.3 Programme section		
2.19.3.1 Design, graphics, typesetting		
2.19.3.2 Printing process		
2.19.3.3 Printer		
2.19.4 Display		
2.19.4.1 Advertising price €		
2.19.4.2 Editorial office for advertisements		
2.19.5 Forewords from		
2.19.5.1 a.		
2.19.6 Shipping, distribution		
2.19.7 Issue price €		
2.20 Posters		
2.20.1 Design, graphics		
2.20.2 Printing process		
2.20.3 Printer		
2.20.4 Distribution		
2.20.5 Putting up		
2.20.6 Which advertising space?		
2.21 Press Support		
2.21.1 Presse material (laundry list)		
2.21.2 Press conference afterwards		
2.21.3 Press report (if not press not present in person)		
2.21.4 Report for National Organisation magazine		
2.22 Internet		

<ul style="list-style-type: none"> 2.22.1 E-Mail-circulars before the event 2.22.2 Website <ul style="list-style-type: none"> 2.22.2.1 Design 		
<p>3 film reports, projection sequence</p> <ul style="list-style-type: none"> 3.1 Jury – catering 3.2 Gifts for the Jury 3.3 Projection sequence <ul style="list-style-type: none"> 3.3.1 Sorting the films into projection blocks 3.3.2 Date of the lottery for projection blocks 3.3.3 Production of the script for projection programme 3.4 Sending the projection programme to <ul style="list-style-type: none"> 3.4.1 Jurors 3.4.2 Film makers 3.4.3 Club leaders 3.4.4 Officers 3.4.5 Individual members 		
<p>4 overnight stays, guest accommodation, catering</p> <ul style="list-style-type: none"> 4.1 overnight stays for the jurors <ul style="list-style-type: none"> 4.1.1 Identifying and selection of hotels and inns, 4.1.2 Dispatch of documents for ordering rooms 4.1.3 Room reservations: 4.2 Guest services 		

<ul style="list-style-type: none"> 4.2.1 Before the event 4.2.2 After the event 4.3 Information status 4.4 Film maker support <ul style="list-style-type: none"> 4.4.1 Acceptance of films 4.4.2 Return of films 4.5 Jury services 4.6 Catering for participants <ul style="list-style-type: none"> 4.6.1 Selection of restaurants 4.6.2 Hospitality by 4.6.3 Purchase of food 4.6.4 Cooking 4.6.5 Cake buffet 4.6.6 Organisation of cake donations 4.6.7 Beverage stand 4.6.8 Beverage purchasing 		
<p>5 Orientation guide</p> <ul style="list-style-type: none"> 5.1 Orientation sketches <ul style="list-style-type: none"> 5.1.1 Venue 5.1.2 Restaurants, hotels, 5.1.3 Car parks 5.2 Signposting <ul style="list-style-type: none"> 5.2.1 Direction arrows 		

<ul style="list-style-type: none"> 5.2.1.1 Manufacture 5.2.1.2 Placing arrows 5.2.1.3 Removing arrows 		
<p>6 Jury</p> <ul style="list-style-type: none"> 6.1 Choosing the jurors 6.2 Composition of the jury <ul style="list-style-type: none"> 6.2.1 Jury leader: 6.2.2 Juror 1: 6.2.3 Juror 2: 6.2.4 Juror 3: 6.2.5 Juror 4: 6.2.6 Juror 5: 6.3 Working material for the Jury <ul style="list-style-type: none"> 6.3.1 Mark sheet 6.3.2 Summary table 6.3.3 Pens, lights 6.3.4 Emergency lighting 6.4 Name badges <ul style="list-style-type: none"> 6.4.1 Jury table in the back 6.4.2 Jury table in the front 6.4.3 Lapel stickers 6.5 Meeting rooms <ul style="list-style-type: none"> 6.5.1 For non-public meetings 		

<p>7 certificates, prizes, medals</p> <p>7.1 certificates</p> <p>7.1.1 Design, graphics</p> <p>7.1.2 Printing</p> <p>7.1.3 Ordered by</p> <p>7.1.4 Printing of names and titles before the event</p> <p>7.1.5 Prize awarded at the event</p> <p>7.1.6 Sending of uncollected certificates, prizes and films</p> <p>7.2 Prizes</p> <p>7.2.1 Honorary Awards by the City Government</p> <p>7.2.1.1 In charge of:</p> <p>7.2.1.2 Handed over:</p> <p>7.2.2 Further prizes: Audience Award</p> <p>7.2.2.1 a. Special award A</p> <p>7.3 Medals</p> <p>7.3.1 Creating templates for the words</p> <p>7.3.2 Manufacturer</p> <p>7.3.3 Ordered by</p> <p>7.3.4 Packaging</p> <p>7.3.5 medals awarded by:</p>		
<p>8 Equipment</p> <p>8.1.1 Decorations</p>		

<ul style="list-style-type: none"> 8.1.2 Flower arrangements 8.1.3 Lettering and logos 8.1.4 Flags, 		
<p>9 Insurance</p> <ul style="list-style-type: none"> 9.1.1 Liability insurance 9.1.2 Transport insurance 9.1.3 Equipment insurance 		
<p>10 Preparatory work Venue</p> <ul style="list-style-type: none"> 10.1 Overall responsibility 10.2 Meeting with the responsible caretaker 10.3 Seating, Furniture <ul style="list-style-type: none"> 10.3.1 Lectern 10.3.2 Seating in the hall 10.3.3 Tables in the hall (Prizes. Recording clerk) 10.3.4 Seating in other rooms (Jury meetings etc.) 10.3.5 Seating in the Cafeteria 10.3.6 Tables at the hall entrance (Sale of programmes, Information) 10.3.7 Platform for technology 10.3.8 Setting up the screen 10.3.9 Platform for the jury (at the back) 10.3.10 Platform for the jury (by the screen) 10.4 Blackout 		

<ul style="list-style-type: none">10.4.1 Blackout check in the hall (when the sun is shining!)10.4.2 Blackout in the hall10.4.3 Check of the emergency lighting10.4.4 Lighting control (in the hall) by the projection team10.5 Screen<ul style="list-style-type: none">10.5.1 Collect the screen10.5.2 Return the screen10.6 Projection<ul style="list-style-type: none">10.6.1 Setting up the projection position10.6.2 Projection distance for video.		
<p>11 Technical requirements:</p> <ul style="list-style-type: none">11.1 Video<ul style="list-style-type: none">11.1.1 Video-System<ul style="list-style-type: none">11.1.1.1 PAL11.1.2 Video-Formats,<ul style="list-style-type: none">11.1.2.1 Mini-DV11.1.2.2 DVD11.1.3 Video-technology<ul style="list-style-type: none">11.1.3.1 Screen11.1.3.2 Video-Projection11.1.3.3 Projection-table11.1.3.4 Projection cabin11.1.3.5 Lighting technology		

<p>11.1.3.6 Video monitor,</p> <p>11.2 Sound</p> <p>11.2.1 stereo</p> <p>11.2.2 Microphone for announcements</p> <p>11.2.3 CD-Player</p> <p>11.2.4 Media-Player</p> <p>11.2.5 Gong</p> <p>11.2.6 2. Amplifiers</p> <p>11.2.7 2 Loudspeakers</p> <p>11.3 Miscellaneous</p> <p>11.3.1 Discussion system Requires microphones</p> <p>11.3.1.1 via own technology</p> <p>11.3.1.2 Video-streaming of jury discussion:</p> <p>11.3.1.3 Video camera 1</p> <p>11.3.2 Pens with built-in lights for the Jury</p> <p>11.4 Projection of notices</p> <p>11.4.1 Slides for the pauses</p> <p>11.4.2 via video projection, Multimedia</p> <p>11.4.2.1 Software</p> <p>11.5 Communication (Telephone) between</p> <p>11.5.1 Projectionists</p> <p>11.5.2 Jury</p> <p>11.5.3 Director</p> <p>11.5.4 Announcements</p>		
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<ul style="list-style-type: none">11.5.5 Lighting control11.6 Video monitor for streaming<ul style="list-style-type: none">11.6.1 collection11.6.2 return11.7 P.A. system amplifier<ul style="list-style-type: none">11.7.1 collection11.7.2 return11.8 Pair of loudspeakers LV-BW<ul style="list-style-type: none">11.8.1 collection11.8.2 return <p>incl. small accessories, cable sets, loudspeaker cabinets, tripods, etc.</p> <ul style="list-style-type: none">11.9 Jury – Discussion system<ul style="list-style-type: none">11.9.1 collection11.9.2 return11.9.3 Projection stands11.9.4 collection11.9.5 return11.10 Lighting for technicians<ul style="list-style-type: none">11.10.1 collection11.10.2 return11.11 Lighting for the Jury<ul style="list-style-type: none">11.11.1 Check batteries		
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12 Technical team incl. assembly and disassembly of the equipment

12.1 Overall responsibility:

12.2 Setting up team:

12.3 Projection team

12.3.1 Video

12.3.2 Accepting and returning films

12.3.3 Video transmission to the foyer

12.4 Sound team

12.4.1 Sound from Video

12.4.2 Sound from jury discussion.

12.5 Announcements

12.5.1 Announcer

12.6 Music in the pauses

12.6.1 Gong / Fanfare

12.7 Other technical work

12.7.1 Slide projection

12.7.2 Production of slides

12.7.3 Multimedia

12.7.4 Programming Software

12.7.5 Production of trailers

12.8 Hall lights on/off

12.9 Monitoring admissions to the hall

12.9.1 Communication between director - projectionist - announcer - hall

12.9.2

Clear-up team:

<p>13 Evening event</p> <p>13.1 Programme items</p> <p> 13.1.1 artistes</p> <p>13.2 Hospitality</p> <p>13.3 Invitations to guests of honour:</p> <p> 13.3.1 a.</p> <p> 13.3.2 b.</p> <p> 13.3.3 c.</p> <p> 13.3.4 d</p>		
<p>14 Documentation</p> <p>14.1 Photographic report</p> <p>14.2 Film report</p> <p>14.3 Collecting press reviews</p> <p>14.4 Shooting digital images for the internet</p>		
<p>15 Emergency Services</p> <p>15.1 Sunday medical services Tel.:</p> <p>15.2 Red Cross Tel.:</p> <p>15.3 Dentist Tel.:</p> <p>15.4 Fire brigadeTel.:</p> <p>15.5 Mobile phones</p>		

The directory of the above telephone numbers can be found at the information and may be announced by the technical team!		
16 Appendix: List of workers with address, phone/fax/mobile phone		