

## Checklist FIS Para Snowboard World Cup

### 1. Organisational Plan Organising Committee

- Organigram including mobile phone numbers and email addresses
- Personnel Key Positions
- President of the Organising Committee
  - Chief of Competition
  - Chief of Courses (SBX, BSL, DBSL)
  - Chief of Accommodation, Accreditation
  - Chief of Press and Communication

### 2. Sports Organisation

- Courses and construction status (including venue map)
  - SBX
  - BSL
  - DBSL
- Competition programme planning
- Race Office
- Services
- Timing & Data (Cable, LAN, Wifi) / Scoreboards / Screens \*
- Weather Service
- Radio system
- Safety materials
  - Number (length) of A-/B-/C-/Public- Fences
  - Approximate number of mattresses, Willy Bags, Protection-Pads, etc.
- Staff
  - Slippers
  - Gatekeepers
  - Section Judges (SBX/ SS)
  - Course Maintenance
  - Officials (start, finish etc.)
  - Speaker (English)
- Snow cats (types), Skidoos, Shaping tools (types)

### 3. Infrastructure

- Permanent Facilities
- Temporary Constructions

### 4. Transportation

- Transportation plans
- Park & Ride
- Transport partnerships
  - train, bus, plane
  - packages with tickets

### 5. Accommodation

- Plans for allocation

- Teams
- Officials
- VIP's
- Media / Press
- Spectators
- Athlete hospitality

## **6. Accreditation**

- Categories
- Authorisation
- Access controls

## **7. Security**

- Surveillance
- Crowd control (start, finish, prize giving)
- Emergency Plan

## **8. Finances**

- Budget and expenditure update

## **9. Marketing/Sponsoring**

- Sponsoring
  - International
  - National
- Technical Suppliers/Equipment
- Hospitality
  - VIP and Guest Programmes
  - Incentives
- Ticketing
  - Packages
- Merchandising
  - Mascot
  - Clothing (shirts, caps, etc.)
- Corporate Identity
- Visibility
  - On-site
  - Competition and official sites
  - Airport, train and bus stations
  - Main roads

## **10. Media/Press**

- Host Broadcaster
  - TV producer
  - TV production concept
  - Camera positions
  - Main broadcasting channels
  - International News Service \*
- Main Press Centre
  - Sub-centres at competition sites
- Press services

## **11. Ceremonies**

- Opening Ceremony
- Winner Presentation
- Medal Ceremonies
- Social Events
- Public Bib Draw
- Event Production
- Speaker Team

## **12. Promotional Activities**

- Tourism promotions
- Children and schools
- Newspapers and publications
- Spectator/visitor promotions

## **13. Side Events**

- Events
  - Competition site
  - Downtown
  - Elsewhere
  - Other events in the competition period

## **14. Medical Services**

- Medical Plan
- Medical Supervisor, Chef of Medical (according to FIS Medical Guide)
- Rescue and medical services
  - Competitions
  - General/Spectators
  - Doping control

## **15. Volunteers**

- Training programmes