



## GLOBAL TIMELINE

### Preparation IFSC Event – Milestones

Abbreviations:

- LOC – Local Organising Committee
- b.e. – before event
- a.e. – after event

All capitalised terms have the meanings set forth in the Hosting Agreement of which this document constitutes an annex.

Timeline	Item	Resp.	Scope of Service
January of event year	Officials Appointment	IFSC	IFSC finalizes appointments of the IFSC Officials.
January of event year	Invoice Payment	LOC	Latest deadline for payment of IFSC invoices
January of event year	Rules Review	IFSC	To implement any necessary updates.
TBD between IFSC and LOC	Site Visit (if applicable)	IFSC/LOC	If IFSC and LOC hold site visits of the Venue, hotels, and all other facilities related to the IFSC Event.
6 months b.e.	Insurance	LOC	LOC submits proof to IFSC of the conclusion of the necessary insurance policies for the IFSC Event, including a copy of the insurance certificate.
6 months b.e.	Event Preparation	IFSC	IFSC contacts LOC to define work plan and timeline in accordance with IFSC regulations
6 months b.e.	Event Information (publication)	LOC	<p>LOC provides IFSC with the following information:</p> <ul style="list-style-type: none"> <li>- Draft Information Sheet for validation by IFSC;</li> <li>- Preliminary venue layout</li> <li>- Draft Field of Play design;</li> <li>- Climbing wall profiles;</li> <li>- List of proposed holds for route setting to be confirmed with the IFSC Sport Department</li> <li>- Proof of compliance with Speed Sport Equipment regulation.</li> </ul> <p>IFSC validates all the items above.</p>
6 months b.e.	HR Planning	LOC	LOC provides the organisational matrix to IFSC, with contact details of the responsible for each area.



As soon as the Agreement is signed	Event Branding	IFSC	IFSC sends LOC: <ul style="list-style-type: none"> <li>- IFSC Event Logo;</li> <li>- The graphic matrix to be filled out by LOC with all necessary information and all the relevant logos of its sponsors in .ai/.pdf format.</li> </ul>
3 months b.e.	Venue Layout	LOC	LOC transfers to IFSC the final Venue layout. The Venue layout shall include all areas of the Venue: <ul style="list-style-type: none"> <li>- Field of Play;</li> <li>- Back of House;</li> <li>- Front of House;</li> <li>- Auxiliary Activities Areas (if any).</li> </ul>
3 months b.e.	Venue Layout	IFSC	IFSC advises LOC on Venue layout (Field of Play in particular).
3 months b.e.	Holds, Macros, and Volumes	LOC	LOC submits the list of Holds, Macros, and Volumes, in coordination with the IFSC's selection
3 months b.e.	Sponsors	LOC	LOC obtains prior written authorisation from IFSC before executing sponsorship agreements with its sponsors.
3 months b.e.	Event Branding	LOC	LOC submits to IFSC the complete graphic matrix with all necessary information and the relevant logos of its sponsors in .ai/.pdf format.
3 months b.e.	Event Branding	IFSC	IFSC starts design on the poster and submits it to its sponsors and to the LOC for validation.
3 months b.e.	TV Production Requirements	IFSC	IFSC Production Team's video production manager submits to LOC details on the requirements for TV production.
2 months b.e.	Staff Planning	IFSC	IFSC provides LOC with its staff's assignments during the IFSC Event.
According to necessity (no later than 3 months b.e.)	Visa	LOC	LOC provides all documents necessary to enter the host country to all National Teams and to entire IFSC Delegation.
2 months b.e.	Accommodation	LOC	LOC submits to IFSC complete information on accommodation and accessibility for the IFSC President and the entire IFSC Delegation.
2 months b.e.	Event Branding	IFSC	Poster is finalised by IFSC and submitted to LOC.
2 months b.e.	Event Branding (designing)	IFSC	IFSC starts design on the remaining Branded Materials and submits them to its sponsors and to LOC for validation.
2 months b.e.	Sport Presentation (music)	LOC	LOC obtains IFSC prior written approval to arrange live or recorded musical accompaniment during the IFSC Event.
1 month b.e.	TV Production Meeting	IFSC/ LOC	IFSC and LOC to set a meeting regarding the IFSC Production Team.



1 month b.e.	Media Plan	LOC	LOC contacts IFSC to align on the communication plan around the IFSC Event
1 month b.e.	Media Accreditation (opening)	IFSC	Media accreditation procedure opens.
1 month b.e.	Auxiliary Activities	LOC	LOC obtains IFSC prior written authorisation for any sponsored activation, and any promotional and commercial activities to be held inside or outside the Venue.
1 month b.e.	Event Branding (finalisation)	IFSC	All remaining Branded Materials (except poster, already finalised) are finalised by IFSC and submitted to LOC.
1 month b.e.	Event Branding (production start)	LOC	LOC starts producing all the finalised Branded Materials.
1 month b.e.	Web Broadcasting	LOC	If applicable, LOC obtains IFSC prior written agreement to embed the IFSC live webcasting in any appropriate web platform (IFSC will advise procedure).
15 days b.e.	Registration Deadline	IFSC/ LOC	Deadline of registrations and number of participants confirmed. Adjustment on the program and running of related LOC operations (Printing BIBs, others.)
2 weeks b.e.	Event Branding (production deadline)	LOC	All Branded Materials have been produced by LOC.
1 week b.e.	Media Accreditation	IFSC	Deadline for filming requests.
2 week b.e.	Last Pre-event Coordination Meeting	IFSC/ LOC	LOC and IFSC set a meeting for the latest developments on the organisation of the IFSC Event.
6 days b.e. until last day of event	Routesetting	LOC	IFSC Routesetters arrive onsite and start work. LOC provides the necessary equipment.
2 days b.e.	Media Accreditation (deadline)	IFSC	Media accreditation procedure closes.
2 days b.e. – start of event	Event Operations (IFSC Event Delegate and staff arrival)	IFSC	Full IFSC Delegation is on-site to advise LOC in general event operations. Preparation of the technical meeting.
On arrival of relevant IFSC Delegation members	Sport Equipment Check	IFSC	Relevant member(s) of IFSC Delegation checks all requirements related to sport equipment.
Prior to Technical Meeting	Latest Timetable	IFSC	IFSC Event Delegate may amend the timetable, after registrations number are confirmed. IFSC and LOC coordinate on the release of information.
1 day b.e.	Technical Meeting	IFSC/ LOC	IFSC and LOC hold the technical meeting with all their personnel and the representatives of National Teams.



1 day b.e.	Media Accreditations (printing)	LOC	LOC prints media accreditations.
1 day b.e.	Award Ceremony (sequence and rehearsal)	LOC	LOC provides the IFSC Event Delegate with a precise sequence of the Awards Ceremony and runs a dress rehearsal.
Every competition day	In-event Coordination Meeting	IFSC	IFSC Delegation and LOC attend a joint coordination meeting for debrief and preparation of the following days of the IFSC Event.
1 month a.e. (precisely 30 days)	Sending of Invoices	LOC	LOC submits to IFSC any invoice for services provided by LOC and to be refunded by IFSC.
2 months a.e. (precisely 60 days)	Financial Obligations	LOC/IFSC	Both Parties fulfil their respective financial obligations.
3 months a.e.	Financial Report	LOC	LOC provides IFSC with approved comprehensive financial report of the IFSC Event.

*Please note that the table above outlines the milestones of the relationship IFSC/LOC. All the detailed responsibilities of the LOC are found in the full Hosting Agreement of which this document constitutes an annex.*