

World Climbing – Global Timeline

This timeline outlines all required actions, deliverables, and approval processes for World Climbing and Local Organising Committees (LOCs) from contract signature through post-event reconciliation. These deadlines are intended to suggest a smooth workplan and to ensure an efficient event delivery. The first column indicates the parties responsible for each action listed in the second column.

Pre-Contract Signature (Year Prior to Event)	
World Climbing Administration	Issue deposit invoice (payment due within 30 days).
End of January	
World Climbing Sport & Events	Officials' event appointment and rules and regulations publication.
World Climbing Administration	Issue event rights invoice (payment due within 30 days).
6 Months Before the Event	
LOC World Climbing Sport & Events World Climbing Media & Communications	Event Preparation Meeting Agenda items: <ul style="list-style-type: none"> - Planning of site visit - mandatory for new venues - Workplan and timeline definition - Draft Information Sheet - List of available holds for route setting - Climbing wall profiles - Venue layout, wall profiles and design submission - Check proof of compliance with Sport Equipment Regulations - HR organisational matrix with contact details for each operational area - Contingency Planning - Event logos and Local Sponsors Matrix
3 Months Before the Event	
LOC	Submission for World Climbing Approval: <ul style="list-style-type: none"> - Venue layout including the Field of Play, Back of House, Front of House, and Branding - Final list of Holds, Macros, and Volumes - Local sponsorship agreements & provisional sponsor matrix - Final posters and branded materials. Approval timeframe: 1 week
World Climbing Media & Communications	Share final requirements for TV production with the LOC.



2 Months Before the Event	
LOC World Climbing Administration	World Climbing Delegation Logistics Meeting Agenda items: <ul style="list-style-type: none"> - Provisional World Climbing delegation list - Discussion of transfers and travel connections - Visa support documentation - Hotel information submitted for approval
LOC	Submission for Media & Comms Approval: <ul style="list-style-type: none"> - Promotional or commercial activities inside/outside the venue - Live webcast plan - Field of play banners and other branding materials design Approval timeframe: 1 week
1 Month Before the Event	
World Climbing Administration	Final Rooming List Submission
LOC	Final Submission to World Climbing: <ul style="list-style-type: none"> - World Climbing Delegations' transfers schedule. - Deadline for production of all branded materials. - Submission final design of the field of play banners and other branding materials. - Submissional final local sponsorship agreements & sponsor matrix
LOC and/or World Climbing Media & Communications (according to the agreement)	<ul style="list-style-type: none"> - Final production meeting with TV/media teams - Final communication plan meeting
2 Weeks Before the Event	
LOC World Climbing Sport & Events	Registration closure & consequent actions (e.g. bibs printing, qualification adjustments, etc)
1 Week Before the Event	
LOC	Route Setting (RS) starts: <ul style="list-style-type: none"> - All equipment available on site, - Walls fully functional.
2 Days Before the Event	
World Climbing Media & Communications	Media accreditation closure.
1 Day Before the Event	
LOC World Climbing Sport & Events World Climbing Media & Communications	Technical Meeting



1 Month After the Event

LOC World Climbing Administration	Settlement of any pending invoices (e.g., extras incurred during the event, pending reimbursements or anticipated expenses).
LOC World Climbing Sport & Events World Climbing Media & Communications	<u>Debrief Meeting</u>

3 Months After the Event

LOC	Financial report of the event
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4 Months After the Event

World Climbing Sport & Events World Climbing Media & Communications	- Sport&Events report post-event - Media&Comms report post-event
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