

## **Key Subject and Preparation Needs for planning of site-visits and meetings World Rowing Beach Sprint and World Rowing Coastal Championships Shenzhen and Hong Kong:**

1. Basic Presentation of project tasks and responsibilities:
  - Definition of production approach
  - Definition of content to be delivered
  - Definition of key stakeholders for the project
2. Venue related Tasks:
  - WRP EP to inspect all production and logistic related points of interest along the venue: proposed camera positions on land; boat travel along course and turning points; start-and finish area; awards position; TV-Compound position; event related logistics positions (timing, media-room, etc.); antenna and lift arm positions;
  - Get an understanding for promotional points of interest, grandstands and branding possibilities surrounding the venue
  - Get an understanding for athletes logistic and warm up sections around the venue
  - Explore basic venue conditions for drone and wireless RF setup and operation
3. Technical production setup definition (EP):
  - Definition of all required camera-positions and logistic surroundings along the course on land
  - Definition of all required camera-positions and logistic surroundings along the course on water
  - Basic cabling setup needs and definition of signal length to the different positions
  - Definition of RF transmission requirements along the venue (including looking at potential frequency range and allowance limitations along the venue)
  - Define related technical basic requirements in the TV compound
  - Define OB van specifications for the production (EVS, Intercom, Commentary audio, video-monitors, etc.)
  - Define specifications and workflow of gyro stabilized camera equipment on the boats
  - Integration of Swiss Timing Live Graphics
  - WRP core creative crew workspace needs in the OB-Van
  - Signal Workflow for live-signal distribution (streaming + broadcast)
  - Integration of Live Drone Signal
  - Integration of WRP onsite video editing unit for News and Clips
4. Logistic Requirements LOC definition:
  - TV compound: position, main power, dimensions, additional production containers, fencing, etc.
  - Security on all TV production facilities along the venue
  - On land camera support logistics: camera scaffolding, scissors-lifts, platforms, etc.
  - Water cameras support logistics: gyro cameras boats, drone-operational boats, fixations for other on water mounted cameras

- Internet provision in the TV compound (live-streaming, file-upload, general purpose)
  - General venue access for production crew
  - Crew catering onsite
  - Discuss local situation on authorities support for infrastructure and allowances (RF frequencies, drone-operation, etc.)
5. Production Crew Definition:
- Basic definition of technical production crew required
  - Basic definition of creative production crew required
  - Definition of special gear operational crew required (gyro cameras, live drone, RF transmission, etc.)
  - What can be sourced locally – what needs to be sourced externally
  - Definition of WRP provided creative and coordinative crew
6. Budget Definition:
- Discuss all general aspects and components that build the budget
  - Which costs relate locally (or can be sourced locally) – which related external
  - Which costs will relate to WRP/QM
  - Timeline to confirm final budget
7. Definition of rough Production timing:
- Timeline for Preparation needs
  - Onsite Production timing
  - First Draft of Streaming and Broadcast Timing (based upon event schedule)
8. First Meetings with potential local production and broadcast partners:
- Integrate technical partners with the site-visit and requirement overview
  - Discuss a potential broadcast strategy with or without production involvement with local TV stations and/or digital streaming platforms
  - Outline technical RFO for production provision
  - Describe potential distribution scenario out of the Canada experience
9. Broadcast Production and Commercial Possibilities:
- Outline of media success and audience results from Canada
  - Branding and banner possibilities to integrate local sponsors
  - LOC to explain proposed commercial aims and planned media strategies
  - If possible, talk to potential commercial partners
  - WRP to outline right situation with broadcast and other media content covered