

INTERNATIONAL WEIGHTLIFTING FEDERATION

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# IWFF

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# GUIDELINES

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**IWFF**

**EVENT  
REPORT**

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# EVENT REPORT

<b>GENERAL</b>	
<b>EVENT DETAILS</b>	
Name	
Place ( <i>City, Country</i> )	
Start Date ( <i>incl. meetings</i> )	
End Date	
Date/Type of Meetings/Conferences	
<b>ORGANIZING COMMITTEE</b>	
Functional areas ( <i>please attach functional area map</i> )	
Full time employees ( <i>period</i> )	
Part-time employees ( <i>period</i> )	
Volunteers	
<b>TOTAL NUMBER OF PERSONS</b>	
<b>FINANCES</b>	
<b>TOTAL INCOME (IN USD)</b>	
Participation and Entry fee	
Marketing / Sponsor ( <i>list</i> )	
Government support	
TV Broadcasting rights	
Ticket sales	
Others ( <i>merchandising etc.</i> )	
<b>TOTAL COST (IN USD)</b>	
Obligations towards the IWF	
Accommodation and meals	
Transportation	
Competition venue(s) / Training venue(s)	
Sport equipment	
Technical equipment/IT	
Host broadcaster	
Organising Committee operations	
Others	

<b>ATTENDANCE</b>								
<b>NUMBER OF PARTICIPANTS</b>								
<b>According to Preliminary Entries</b>	56kg	62kg	69kg	77kg	85kg	94kg	105kg	+105kg
Men athlete								
<b>According to Preliminary Entries</b>	48kg	53kg	58kg	63kg	69kg	75kg	+75kg	
Women athlete								
Team Officials ( <i>TL, Coach, Doctor, etc.</i> )								
Media								
<b>TOTAL</b>								

<b>According to Final Entries</b>	56kg	62kg	69kg	77kg	85kg	94kg	105kg	+105kg
Men athlete								
<b>According to Final Entries</b>	48kg	53kg	58kg	63kg	69kg	75kg	+75kg	
Women athlete								
Team Officials ( <i>TL, Coach, Doctor, etc.</i> )								
Media								
<b>TOTAL</b>								

<b>According to accreditations</b>	56kg	62kg	69kg	77kg	85kg	94kg	105kg	+105kg
Men athlete								
<b>According to accreditations</b>	48kg	53kg	58kg	63kg	69kg	75kg	+75kg	
Women athlete								
Team Officials ( <i>TL, Coach, Doctor, etc.</i> )								
<b>TOTAL</b>								

<b>NUMBER OF PARTICIPATING NATIONS</b>									
Africa									
Pan America									
Asia									
Europe									
Oceania									
<b>TOTAL</b>									
<b>SPECTATORS</b>	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9
Ticket prices ( <i>min.-max.</i> ) in USD									
Daily attendance									
<b>TOTAL ATTENDANCE</b>									

## LOGISTICS

### ACCOMMODATION

Name and rating of hotels														
Accommodation/rooms for accredited participants	Day -2	Day -1	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day +1	
Single														
Double														
Triple														
Suite														
<b>TOTAL NUMBER OF ROOM NIGHTS</b>														
<b>TRANSPORTATION</b>	Day -2	Day -1	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day +1	
Car														
Minivan														
Buses														

### ACCREDITATIONS

Accreditation categories	Number	Accreditation categories	Number
Team ( <i>athletes + officials</i> )		Media ( <i>please attach list with contact</i> )	
Technical Official		Host broadcaster	
Doping Control Officer		Security	
Organizing Committee		Volunteer	
IWF		Guest	
VIP			

## MEDIA

### MEDIA STATISTICS

Number of agencies		Number of TVs	
Number of newspapers		Number of photographers	
Number of radios		Number of online media	

PRESS MONITORING	Day -2	Day -1	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day +1
Attendance at the Medal winners in Press conference													
Number of Press Conferences													
Number of articles ( <i>local media</i> )													

### HOST BROADCASTER

<b>NAME</b>	
Number of cameras	
Number of Wi-Fi cameras	
Commentary positions <i>(please attach camera position plan)</i>	

### BROADCAST STATISTICS


List of broadcasters	Nation / territory	Type of rights (Body weight cat., Days, Total)	Reach (Audience)	Countries where broadcasted	Type of broadcast (live, news, highlights)	Total broadcast hours

### INTERNET

	<b>Event website</b>
Website unique visitors	
Website page views	
Webcasting	
Complementary information	

### SOCIAL MEDIA – ORGANIZING COMMITTEE / EVENT

	Facebook	Twitter	Others
Number of posts including the # of the Event			
Number of followers before / after the Event			
Number of posts			

<b>OTHERS</b>		
<b>WORLD RECORDS</b>		
	<b>Men</b>	<b>Women</b>
Youth		
Junior		
Senior		
<b>NUMBER OF INJURIES</b>		
	<b>Men</b>	<b>Women</b>
<b>TOTAL</b>		
<b>REMARKS / COMMENTS</b>		
		

Name and Title of the person filling the report:

Date of the report:

Signature and stamp: