

ISMF CHECK-LIST SEASON 2023/24

Date:

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Information/item		Pre-event			Post-event	
		Deadline	tick off	Notes	Evaluation	Notes
General Points	CONTRACT between ISMF/NF/LOC					
	INSURANCE for EVENT					
	MEETINGS:					
	- ISMF homologation visit (on site)					
	- ISMF pre-event meeting (two weeks before the event, online)					
Marketing Points	- LOC technical meeting (on site = Race Jury)					
	- LOC pre-event meeting (two days before the first race, on site)					
	- ISMF de-briefing (one week after the event, online)					
	WEBSITE:					
	- domain					
	- presence of official logo					
	- programme of the event					
	- race tracks					
	- info about accommodation/accreditation/main places					
	MEETINGS:					
	- ISMF media meeting					
	- LOC media meeting					
	- ISMF media de-briefing					
	Social Media (Promotion)					
	- Co-content plan with LOCs					
	- Visual content from LOCs					
	COMMERCIAL VILLAGE					
	RACES to be streamed: discipline and respective day					
	DEFINITION OF THE TIMELINE: starting time for each category/streamed race - to be coordinated among ISMF and LOC					
	INTERMEDIATE TIME for races (if required, where implemented etc.)					
	TECHNICAL SPECIFICATIONS from TV production to the LOC					
	CAMERAS (fixed/mobile): total number					
	HIGHLIGHT of the single races (if possible) and of the whole event: when and where is it available?					
	LOCAL TV: to be coordinated					
	NATIONAL TV: to be coordinated					
	TV production NEEDS about the work on-site:					
	- cable channel to be coordinated					
	LOC'S NEEDS about the media coverage					
	RACE AREA: location of cameras on the track and definition of spaces reserved for TV production					
	EVENT PROMOTION & VISIBILITY (advertising, spectators etc.)					
	SPONSOR: names, logos and graphics					
	BIG SCREEN to show the streaming on-site					
	SNOWCAT for transport (if necessary)					
	INTERNET CONNECTION: 4G/5G WIFI (necessary in the finish area for streaming, social media, time-keeper, etc.)					
	JOURNALISTS/PHOTOGRAPHERS: 7 official (ISMF/Skimo Stats/LOC) with blue strip / others not official with pink strip = different access to the photo area (priority to official ones), media accreditation					
	LIST of MAIN ROLES of LOC (with phone number and email address):					
	- general coordinator and secretary					
	- race and/or track director					
	- ceremonies					
	- accommodation and meals					
	- press, media and website					
	- volunteers: check material, scale etc.					
	- sustainability					
	LOGISTICS and MAIN PLACES (with WIFI access):					
	- race office					
	- Team Captain Meeting room					
	- press room					
	- general office room - Accreditation					
	- ski room for producers					
	- ski tent for teams near Finish area / reserved parking for teams and ISMF staff					
	EVENT PROGRAMME (with time and location):					
	- opening and Closing Ceremonies (only when spectators)					
	- top5 bib distribution (only when spectators)					
	- flower and award ceremonies					
	- parties (if required)					
	RACE PROGRAMME (with time and location):					
	- starting times of each category					
	- TCM and pre-event TCM					
	ACCREDITATION PLAN: to be plasticized or with a small plastic case and nominative (everyone including press must have an accreditation)					
	REGISTRATION: closing day					
	CHECK MATERIAL (8-9 persons needed):					
	- start area: 2x for timing chip, 1-2x for DVA, 1x for bib					
	- finish area: 4x for control of backpack and weight equipment					
	AWARDS and PRIZES: coordination for ceremonies, authorities, procedure (coordinated with TV production)					

Organisational Points	SAFETY PLAN to provide rescue also for the rest day (if present) and training day					
	MEDICAL PLAN					
	ANTI-DOPING CONTROL: - relevant location/room - LOC staff needed (chaperons)					
	TEAM CAPTAIN MEETING: - ISMF template (single template per each race type) - dedicated room with a big screen and sound system - presentation shared on WA group and on website					
	TENTS or ROOMS for ATHLETES: to change clothes (heated)					
	VIDEO CHECK - VAR (ONLY SPRINT and RELAY): - closed tent 3mx2m minimum of dark color, 1xtable 2m, 2x chairs - Electricity plug 3kW , 1 electricity cable of 50m at the tent / cable channel to be coordinated - 8 wood poles of 1.5 meter hight (dimension approx. 3 cm x 2 cm x 150) / 10 wood poles of 1 meter hight (dimension approx. 3 cm x 2 cm x 100) / Electricity plug on each plateform					
	RADIOS for ISMF STAFF: with separate channel, also for national referees and TV production (WC 12 pcs., YWC 6 pcs.)					
	CABELING PLAN: - electricity - channels (MSO, TV, LOC, Implemetation, Organisation)					
	TRAINING and COURSE INSPECTION: when (day and time) and where (which slopes), to be communicated before arrival via WA group					
	SKI PASS: - for NF (coaches and athletes) and ISMF - to provide also for rest/training days - possibility that for use of chairlift the accreditation is sufficient					
	OFFICIAL TIME-KEEPER: - transport of material (snow cat for timing container - size/weight?) - implementation of intermediate times (loops) and/or GPS trackers - cable channel to be coordinated					
	SPEAKER: - sound system with 2 radio-microphones (spare batteries included) - DJ and music - local and ISMF speaker (vertical with start and finish)					
	VOLUNTEERS: - for official results at finish area - for check material / scale - for control of accreditation and entry into the various race areas - meeting information ISMF - LOC - teamleader - volunteers					
	ON SITE TRANSPORTATION (if necessary): clothes transport for Vertical race					
	ACCOMMODATION for teams and ISMF staff: - ski preparation for NF - late check out on last day					
	MEALS: in hotel (early breakfast) or together					
	SUSTAINABILITY					
	ISMF RACE JURY					
	NATIONAL REFEREES					
Technical Points	TRACKS: - layout (including transition, technical and refreshement area) with height profile for all categories - plan B and C (technical & organisational) - options for sprint race and mixed relay race					
	DATA: provide track data to time keeping and TV production (height profile, lenght / distance etc.)					
	RACE VENUE and FIELD OF PLAY: - athletes deposit and warm up area - coaching areas for sprint (start, foot part, 3rd transition) - coaching areas for vertical (start, after steep parts) - coaching areas for individual (start, technical and refreshement area) - spectators areas - media areas for live-stream (camera position) and photo - organisation areas - referee areas for referees and video check					
	LAYOUT for START and FINISH AREA: finish area following ISMF proposals depending on the location including flower ceremony and check material including relevant access to areas					