

<b>Event:</b>	<b>WORLD TOUR GRAND FINALS</b>	<b>12-Dec-19</b>	<b>15-Dec-19</b>
<b>Event Tier:</b>	<b>WTGF</b>	Max. Cost:	
<b>Competition Manager:</b>			

Entries		Numbers
Total number of players approved		
Number of players cancelled		
Total no shows		
<b>Final number of players present</b>		<b>0</b>

Evaluation table	Comments	Max. %	Achieved %
<b>TV Production:</b>	<b>TV Production Guidelines</b>	<b>18.00%</b>	<b>0.00%</b>
TV Production hours requested fulfilled		2.00%	
TV Graphics fully implemented with correct information		4.00%	
Commentary position fully implemented		2.00%	
TV Camera angles and production according to guidelines		5.00%	
Full implementation of running order and news edit running order		3.00%	
TV Production company cooperation		1.00%	
TV Production overall		1.00%	
Adjustment percentage [+ or -] Reason required!			
Additional comments:			

Sports Presentation:	Sports Presentation Guidelines	17.00%	0.00%
Presenter/Announcer		1.50%	
Professional DJ		1.00%	
Sound system and set-up		0.50%	
March-in presentation set-up		2.00%	
ITTF Scripts followed		0.50%	
Visual means (central and LED screens)		2.00%	
LED Surrounds quality		2.00%	
ITTF music utilised properly		1.00%	
Other music during breaks		0.50%	
Translators for on-court interviews		1.50%	
Sports Presentation Lights (show aspect)		1.50%	
<b>Award Ceremonies:</b>			
Items presented to winners, according to directives		0.50%	
Number & professionalism of Hostesses (attire, ceremony flow, leading of VIP and athletes)		1.50%	
LOC Presenters' names given to ITTF on time		0.50%	
Execution and decoration of the award ceremonies		0.50%	
Adjustment percentage [+ or -] Reason required!			
Additional comments:			

Sponsorship Implementation:	Sponsorships Implementation Document	10.00%	0.00%
Show court surrounds (implementation and tidiness)		1.50%	
Show court floor stickers (implementation and quality)		1.00%	
Other court surrounds (implementation, quality, tidiness)		0.50%	
Big screen running order		1.50%	
LED Surrounds running order (implementation) - if applicable		1.00%	
<b>Marketing materials on VI material (pre-approval, implementation, quality, etc)</b>			
Posters/Banners/Accreditation/Program Magazine		1.00%	
Mixed Zone/Press Conference backdrops		0.50%	
Sponsorship implementation on backdrops		1.00%	
Show table undercarriage		0.50%	
<b>Event look and feel</b>			
Venue branded with the event visual identity		1.00%	
Visual Identity implementation on other material		0.50%	
Adjustment percentage [+ or -] Reason required!			
Additional comments:			

Marketing/Promotion:		15.00%	0.00%
<b>Spectators</b>			
Entertainment for spectators		1.00%	
Spectators' attendance		3.00%	
Ticket sales and promotion		2.00%	
Promotion (online and in the city)		2.00%	
<b>Media and social media coverage</b>			
Local media attendance		1.00%	
Event website, social media implementation		1.00%	
<b>VIP Lounge</b>			
Variety of food and drinks		1.00%	
Warm food		1.00%	
Look and feel (dress up) of the lounge		1.00%	
Location		1.00%	
Service (cleaningness, frequency in filling in food and beverages etc)		1.00%	
Adjustment percentage [+ or -] Reason required!			
Additional comments:			

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<b>Competition Manager:</b>	_____		
<b>Entries</b>		<b>Numbers</b>	
Total number of players approved			
Number of players cancelled			
Total no shows			
<b>Final number of players present</b>			<b>0</b>
<b>Evaluation table</b>		<b>Comments</b>	<b>Max. %</b>
<b>Event Implementation:</b>	<b>World Tour Directives</b>	<b>12.00%</b>	<b>0.00%</b>
<i>Professional staff and volunteers</i>		0.50%	
<i>Operations (preparation for the event)</i>		0.50%	
<i>Internal and External Communication</i>		0.50%	
<i>Cooperation with ITTF Staff (On site and submitting information)</i>		0.50%	
<b>Transport (or convenience, in case all hotels in walking distance from venue)</b>			
<i>Airport transfer (clear signage, waiting time, comfort, etc)</i>		1.00%	
<i>Regular shuttle (times, punctuality, quality, sufficient seats, etc).</i>		1.00%	
<b>Hotels</b>			
<i>Level (in *****)</i>		1.00%	
<i>Proximity to the venue</i>		1.00%	
<b>Food &amp; Beverage</b>			
<i>Variety of food</i>		1.00%	
<i>Quality of food</i>		1.00%	
<i>Meal hours and flexibility when matches finish late</i>		0.50%	
<b>Internet</b>			
<i>Internet for ITTF Staff</i>		1.00%	
<i>Internet for delegations</i>		1.00%	
<b>Prize Money payments</b>		1.00%	
<b>Medical Services</b>			
<i>Physiotherapist/Doctor on site</i>		0.50%	
<i>Adjustment percentage (+ or -) Reason required!</i>			
<i>Additional comments:</i>	_____		
<b>Playing Conditions (for both the competition and practice venues):</b>	<b>World Tour Directives</b>	<b>10.00%</b>	<b>0.00%</b>
<b>Temperature</b> (if heating/aircon were used rate here)		2.00%	
<b>Lighting</b>			
<i>Show court lighting</i>		2.00%	
<i>Venue lights (playing conditions)</i>		1.00%	
<b>Equipment</b>			
<i>Flooring (subfloor and sports floor)</i>		2.00%	
<i>Table, nets</i>		2.00%	
<b>Multi ball</b> (implementation and sufficient no. of ball kids)		1.00%	
<i>Adjustment percentage (+ or -) Reason required!</i>			
<i>Additional comments:</i>	_____		
<b>Media Implementation:</b>	<b>Media Guidelines</b>	<b>10.00%</b>	<b>0.00%</b>
<b>Photographer</b>			
<i>Photos named</i>		1.00%	
<i>Quality of photos</i>		1.00%	
<i>Delivery time</i>		1.00%	
<b>Press Officer</b>			
<i>Quotes provided (quality, time, etc)</i>		1.00%	
<i>Managing media in the FoP and mixed zone</i>		1.00%	
<b>Media Center / Tribune</b>			
<i>High-speed internet</i>		1.00%	
<i>Accessible to the mixed zone and the FoP</i>		1.00%	
<i>Adequate seats</i>		1.00%	
<b>Mixed Zone</b>			
<i>Allocated space for TV Rights holders</i>		0.50%	
<i>Sufficient light according to guidelines</i>		0.50%	
<i>Sufficient space</i>		0.50%	
<i>Location</i>		0.50%	
<i>Adjustment percentage (+ or -) Reason required!</i>			
<i>Additional comments:</i>	_____		
<b>Players' services:</b>	<b>Players' Services document</b>	<b>8.00%</b>	<b>0.00%</b>
<i>Free upgrades for hotel rooms</i>		2.00%	
<i>Limousine service</i>		1.00%	
<i>Quick transfers from/to airport</i>		2.00%	
<i>Players' Lounge</i>		2.00%	
<i>VIP Players' Lounge (hot food)</i>		1.00%	
<i>If extra services please use adjustment percentage (without exciting maximum)</i>			
<i>Adjustment percentage (+ or -) Reason required!</i>			
<i>Additional comments:</i>	_____		
<b>Total from event evaluation:</b>		<b>100.00%</b>	<b>0.00%</b>
<b>Bonus:</b>		<b>100.00%</b>	<b>0.00%</b>
<b>Final Total with added bonus:</b>		<b>100.00%</b>	<b>0.00%</b>
<b>Evaluation table</b>	<b>Document</b>	<b>Max. %</b>	<b>Achieved %</b>