



ITU Sport Presentation Manual

Sport Presentation includes all onsite presentation elements: video production, sport announcements and commentary, music, audio, lighting, entertainment and victory ceremonies.

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I) Team involved in Sport Presentation

- ITU Team Leader (TL)
- ITU Technical Delegate (TD)
- LOC Sport Presentation Manager
- Announcers (Minimum 2; At least 1 ITU Triathlon Expert; 1 woman if possible)
- DJ (Sport Event Music DJ; Mixture of local and international popular music)
- Audio Engineer
- Video Engineer (if Big Screen)
- Victory Ceremony Hostesses (2)
- VIP Escort
- Flag Staff (3)

II) Tools

Audio (Protocol Music, Anthems)

<https://drive.google.com/a/triathlon.org/file/d/13cVhSwn-plUg5ZTjveWxGuliMh3pEUL5/view?usp=sharing>

DJ Brief

<https://drive.google.com/open?id=1McPPNi2h4s8eGEg5S2-8TAVTXGKDODsx>

Video

<https://drive.google.com/a/triathlon.org/file/d/1Vx9sjqMn8PfWo3DhD5K6OTbkiEObozyl/view?usp=sharing>

Flag Protocol

https://drive.google.com/open?id=1NoYMrXzRqkrlcP6Z_c5TCqpGi0VLSJOS



Meetings

a) **Kick Off Meeting**

Attendees: ITU TL, LOC Sport Pres Manager, Audio, Video Contractors

Purpose: Introductions, ITU Sport Pres concept and workflows, Booth setup

When: Prior to bump in (circa 3 days prior to event)

b) **Announcers Briefing**

Attendees: ITU TL, LOC Sport Pres Manager, Announcers

Purpose: introductions, ITU Sport Pres Concept, Workflows, Briefing, Notes and Material, Scripts, Introduction Rehearsal & Timing

When: 2 days prior to event

c) **Start Rehearsal**

Attendees: ITU TL, LOC Sport Pres Manager, Announcers and Audio Engineer

Purpose: Athlete & TO Introduction Rehearsal, Time taken

When: 1 days prior to event

d) **Victory Ceremony Rehearsal**

Attendees: ITU TL, LOC Sport Pres Manager, Announcers, Audio Engineer, Hostesses plus 6 volunteers

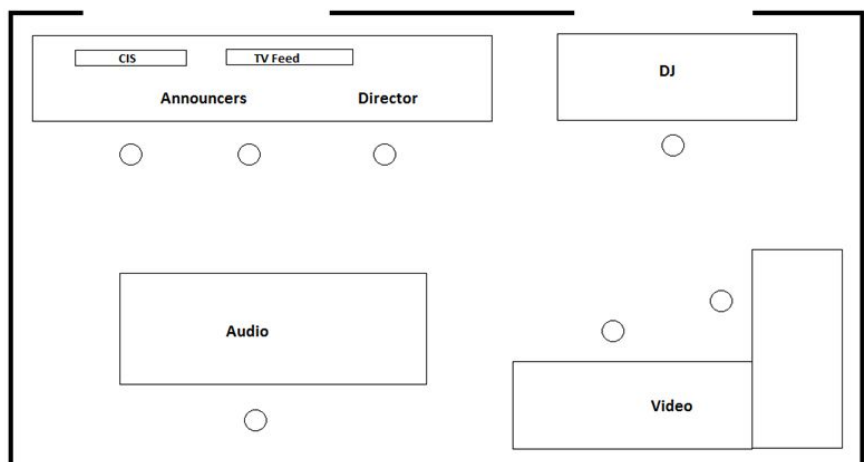
Purpose: Victory Ceremony Rehearsal, Movement, Time taken

When: 1 days prior to event

(volunteers to play the roles of Presenters & athletes)

III) Sport Presentation Booth

1. All contractors and control equipment to be located together in the same unit.
2. Audio, Video, DJ, Announcers and ITU Sport Pres
3. Field of Play and Podium view
4. Minimum size (6m x 4m)
5. Secure all weather structure
6. Tables and chairs





7. Power
8. Internet
9. Lighting *
10. Air conditioning / heating *

**if needed*

IV) Communications

Four radios are required; 3 on a dedicated channel; 1 Technical Official Channel
ITU TL direct communication with the TD, aTD. Both parties coordinate the beginning of the introductions, ceremonies etc. This number included within the overall series requirements.

V) Technical Official & Athletes Introduction

(script provided by ITU)

Technical Officials (as a group) are welcomed onto the Field of Play followed by individual Athletes introduction. Both should be to themed music with a break between. Music is available within the Tools links above.

Athlete Introductions are to be limited to **5 minutes** maximum.

Scripts must be rehearsed and adjusted accordingly. Introductions can be in English or the local language. Please consult with the TD first.

ITU will provide the template (in English) which can be adjusted / edited to suit.

Tip: Assist the announcer by noting in a duplicate introduction script their position each 10 second interval during rehearsal. This will help keep on track during the live performance as nerves typically alter the announcers pace.

VI) Medal Ceremonies

- [Presenters List](#) should be completed with the ITU TL as soon as possible.
- Medal Ceremonies should begin as soon as possible post top 3 finish to retain audience interest.





- This entails all parties should be in place prior to the finish.
- Medals are provided by ITU.
- The TO team will escort athletes to the Podium.
- The LOC VIP escort should escort Presenters to the Podium (prior to finish or immediately post finish).
- Music is available from [Tools](#) but may be substituted in consultation with the TL.
- National Anthems provided within Tools must be downloaded (prior) and used.
- Flags for all countries must be provided including multiples where there are multiple athletes from that country.
- Flag poles must be within 45 view from athletes and VIP's on the podium.
- Hostesses should be formally dressed in matching colour and style.
- See Appendix for [full Protocol](#).

VII) Audio

- An audio plan / map should be developed with the Audio company.

This highlights which areas should have coverage and the working/technical areas that should not be. Note the swim start (for athletes) should be covered – both speakers and microphones.

- An experienced sport DJ will significantly add to the atmosphere within a venue. Playing different tempo music to suit current events.
- The LOC is responsible for Music Rights Licensing.
- The LOC should determine local noise level restrictions.
- The Audio Requirements in the appendix lists typical equipment required for an event.

VIII) Video

- Big Screens are a requirement for World Triathlon Series events.
- The Video Requirements in the appendix lists typical equipment required for an event.
- Generic Video and Graphics are available from the ITU server. See [Tools](#) for links to download.
- LOC video and graphics material should be provided to the Video Contractor at least 1 week in advance in order to format and load their system.

IX) Timing

- A commentary information system (CIS) is required for the announcers' use. Laptop / iPad display of current timing information.





- For larger Age Group races an announcers timing point is required. This should be approximately 50 metres prior to the finish. This enables the announcers to call names from the CIS as they come into the finish.

X) Sponsor Material

- Please provide any Sponsor announcer scripts to announcers in local language.
- If Sponsors wish to provide a script, please request a short (2-3 sentences) read that will engage or inform the audience of who they are. Are they in the Expo? Will they run any activations / competitions?
- LOC video and graphics material should be provided to the Video Contractor at least 1 week in advance in order to format and load into their system.
- Video must be
 - o 720p Quicktime, Mpeg or AVI
 - o Aspect ratio 16:9
 - o 30 seconds
 - o With Audio is preferable

XI) Questions / Help

Please contact [Fergus](#) or [Johanne](#) for support, advice and questions.



Appendix

I) Sport Presentation Checklist

- Announcers (1 English speaking)
- SP Booth with FOP / Ceremony view
- Tables & Chairs
- Power
- Lighting
- Internet
- Video Company
- Big Screen (if required)
- Request Feed from Broadcaster if live
- Cameras (finish & roving – if big screen)
- Video & GFX collection and handover (Sponsors & ITU)
- Audio Company
- Audio Footprint plan
- Audio local bylaw check (levels, start time, weekends etc)
- Microphones
- DJ
- Music Rights License
- Radio's & dedicated channel
- Radio License
- Meetings & Rehearsal Scheduled



Victory Ceremony checklist:

- National Anthems of all entries
- Flags for all entries (up to 3 for each nation)
- Flag Poles
- Flag staff (3 flag bearers, 1 medal bearer, 1 flower bearer, 1 medal presenter, 1 flower presenter, Champagne presenter (s))
- Dressed Table for VC (hold medals, flowers etc)
- 2* Tray / pillow for medals & flowers
- 6 * Champagne (W Cups and W Champs only)
- 6 * Flowers (more for paratriathlon)
- Medals
- Podium (3-1-2)
- Branded Backdrop
- Lighting if required
- Presenter List with official titles
- Presenter escort
- Hostesses (formal dress)
- Ceremony Script
- Start Lists
- Announcer Info pack – Rankings, Athlete profiles, scripts, sponsor info
- Timeline

II) MC Script

MC Script - Segments

ITU Triathlon World Cup Edmonton

1. Welcome and Description of Day's Events

MC 1 and 2 – SPC

- **Good morning everyone and welcome to the ITU Triathlon World Cup Edmonton Presented by Cold FX**
- **Outline of day's events**
 - **Friday July 6th**
 - PATCO Paratriathlon Championships 10:00
 - Elite Swim Practice 12:30-13:30
 - Medal Ceremony PATCO Paratriathlon 13:15
 - **Saturday July 7th**
 - Kids of Steel 11 and under 08:00
 - Age Group Bike Check-In 10:00-15:00
 - **Sunday July 8th**
 - PATCO Junior Championship Men 07:00
 - PATCO Junior Championship Women 07:05
 - Canadian Age Group Championships (Olympic 08:30, Sprint 10:45)
 - Team Triathlon 8:30
 - Kids of Steel (12-15) 10:50
 - Try-aTri 10:50
 - World Cup Elite Women 14:00
 - World Cup Elite Men 15:30
 - World Cup Medal Ceremonies 16:45
- **Course Outline Elite**
 - Swim – 1 laps (1.5km)
 - Cycle – 4 laps (43.8km)
 - Run – 2 laps (10km)
- **Course Outline AG**
 - Swim – 1 laps (1.5km)
 - Cycle – 4 laps (43.8km)
 - Run – 2 laps (10km)



2. Interview with VIP's

MC 1 – Finish Area

3. Sponsor Announcements & In-Crowd Activity

MC 1 – Transition Area

- Sponsor Announcement
- In-Crowd Activity – Mexican wave, Crowd Cheering contest etc

4. Lap music

MC 1 – Transition Area

Introducing the crowd to the music signalling the arrival of the lead athletes to the grandstand area. Ask them to give the athletes some energy – clapping hands, cheering. Especially the Canadian athletes!



5. Sponsors & Partners

- Cold FX
- Edmonton Triathlon Academy
- Triathlon Canada
- ...

6. Athletes to Watch

MC 1 and 2

Women

Sarah Anne-Brault
Lauren Cambell
Chantell Whidney

Men

Simon Whitfield
Kyle Jones
Andrew Yorke

7. Triathlon Swim Video

SP Control

Here's a preview of what we expect to see during the swim portion of today race.

Elites start en-mass either from a pontoon start diving directly into the water or a beach start as we will have here today.

Triathletes will often use their legs less vigorously and more carefully than other swimmers, conserving their leg muscles for the cycle and run.

In the swim stage must jockey for position, and can gain some advantage by drafting, following a competitor closely to swim in their slipstream.

Open-water swims necessitate "sighting": raising the head to look for landmarks or buoys that mark the course. A modified stroke allows the athlete to lift the head above water to sight without interrupting the swim or wasting energy.

The wearing of wetsuits is regulated as it increases buoyancy and creates a competitive advantage. Wetsuits are forbidden above 20C / 68F and mandatory below 14C / 57F.

Athletes swim 1,500m over 2 laps of 750m – we will see them exit them water round a buoy and back into the water. From this we'll get to see the true order and distances between competitors.

Exiting the water athletes head for transition or T1 from swim to bike.





8. Triathlon Bike Video

SP Control

Coming in from the 1,500m swim athletes transition from swim to bike. Watch their carefully rehearsed procedure as they quickly remove swim caps, goggles, wetsuits if used, donning helmets and pushing their bikes until they reach the mount line. Exiting T1 barefoot athletes jump onto their bikes pedal out atop of their already clipped in bike shoes to in order to join a pack before allowing themselves to insert their feet.

Athletes quickly form packs working together to extend their lead or catch the packs ahead. Courses are typically designed to lap through the venue typically 8 times over the 40km bike.

Coming into the second transitions or T2 athletes will be already out of their shoes and drop both feet on the ground as close to the dismount line as possible.

A quick rack of the bike, discard the helmet put on running shoes and their out within 30seconds to the run.

9. Triathlon Run Video

SP Control

From T2 athletes are on to the 10km run and leads forged on the swim and bike are put to the test. The run course again laps through the venue – here in San Diego we'll see them 3 times.

Quite often with the strength in depth of the fields, races will come down to a sprint finish within the final 500metres. Hopefully we might get to see one here this weekend.

Do stick around for the champagne celebrations after! Right here in front of the grandstands.

10. Anti-Doping Video

SP Control (prior to video roll)

Although ITU is investing and actively engaging itself in the fight against doping, we strongly believe that everyone involved in triathlon has a part to play in eradicating the use of drugs in sport.

Here's what some of the elites have to say on the fight against Doping.





11. Elite Course Explanation and Last Minute Information

- Course Explanation
- Last Minute Information – temperature

Swim 750m (1 lap)

Athletes will complete one 750 meter lap of Hawrelak Park Lake. The calm water is well marked and patrolled to ensure easy course navigation. Athletes will exit the lake and will proceed 200 meters to the elite transition area located directly in front of the grandstands. Spectators will have the opportunity to view the entire swim course in close proximity from the lakeshore.

Bike 21.3km (4 laps)

All bike roads will be closed to vehicular traffic. After mounting their bikes, athletes will follow the Hawrelak Park Road to the park exit where they make a gentle right hand turn onto Groat Road. Athletes will climb approximately 800m to the traffic circle at 87th Ave (30m elevation gain). The athletes will not be following the circumference of the traffic circle but rather will immediately make two 90 degree turns to begin their descent along Groat Road. Athletes exit onto Emily Murphy Park Road and will climb a pack splitting 400 meters up the steep Emily Murphy Hill (30m elevation gain). At the top athletes will make a left-hand hairpin and make their way back to Hawrelak park, crossing over Groat Road towards the Hawrelak Park entrance. Once in the park, athletes will ride approximately 800 meters and enter a parking bay on the their right hand side from which they will make a wide 180° turn back onto Hawrelak Road. Athletes will pass in front of the grandstands, and exit the viewing area with a quick chicane and proceed along the same route out of the park. The athletes will complete four laps of this course.

Run 5km (2 laps)

Athletes exit Hawrelak Park and proceed to ascend Groat Road, following the same road used for the bike course. Athletes will climb 600 meters (25m elevation gain) to the turnaround point. Athletes will then head back to Hawrelak Park along the same route and pass in front of the grandstands before heading out on their second lap of the course. Athletes will complete 2 laps of this course.

12. Technical Official Introduction

‘Ladies and Gentlemen please welcome the race technical officials’

13. Athlete Introduction

Script Provided

14. Medal Ceremony – Elite Race

MC 1 and 2 – Sport Pres Booth

Script Provided

Notes





- Silence. It is important to give the audience time to enjoy the music and atmosphere through frequent breaks in commentary. The audience can only take in so much talk and information.
- Event Title – Practice and memorise. Sponsors pay a lot of money to invest in events. Please ensure to get the name right.
- Lead Pack – Elite races are draft legal events. There is no individual leader but a lead pack of athletes that rotate at the front.
- First Chase Pack – First group following the lead pack (2nd group overall)
- Second Chase pack – Third group overall.
- Elites athletes – preferred to professional
- Age Group athletes is preferred to amateurs, recreational etc.
- Triathlon Mixed Relay is the correct term for team triathlon
- Paratriathlon not AWAD (athletes with a disability)

III) Athletes' Introduction Template

ATHLETE INTRODUCTION PROTOCOL

1. Timeline

- 1.1. Fifteen (15) minutes before race start: athletes will be called to the pre-start area
- 1.2. Once in the pre-start area, technical officials will line the athletes up by number.
- 1.3. Five to seven (5 to 7) minutes before race start: (time varies depending on distance from pre-start area to swim start and the number of the athletes), the TD will inform the announcers that the athletes are ready to be introduced.
- 1.4. Prior to introducing the athletes, the announcers must remind spectators that no horns or whistles can be used while the introduction and start is in progress and ask them to remain quiet until after the start of the race.

2. Athlete Introduction script protocol: The athletes will be introduced in 4 'seeded' groups, based on race number and rank. These groups and the corresponding script notes for each introduction are as follows:

- a) Athletes numbered 1 to 10: Introduction of each athlete individually in race number order, saying the start number, country, current rank and/or provide one recent/exceptional race results, full name. (i.e. *wearing number 1, from Canada - currently ranked 5th in the world and fresh off a World Cup win in Mooloolaba, Kirsten Swedenetland!*)
- b) Athletes numbered 11 to 20: Introduction of each athlete individually in race number order, saying the start number, country, current rank, full name. (i.e. *wearing number 12, from New Zealand, currently ranked 16th in the world, Kris Gemmel!*)
- c) Athletes numbered 21 to 50: Introduction of each athlete individually in race number order, saying the start number, country, and full name. (i.e. *wearing number 35, from South Africa, Kate Roberts!*)
- d) Athletes numbered 51 and above: Introduction of each athlete individually in race number order, country, and full name. (i.e. *from Hungary, Alfred Torok!*)

3. When the athletes have all been introduced the announcer ends the start duties. The announcer must remain silent until after the start as detailed in the prepared script.





4. As soon as the athletes are lined up, the Start-line officials will raise their flags and the Starter says '*On your Mark*' followed by the start horn.
5. If it is a clean start then the official's microphone will be turned over to the announcers. If there is a false start then the Starter will give further instructions to the athletes according to the start-procedure outlined in the ITU Competition Rules.

NB: Bad Weather: In order to prevent hypothermia, when conditions are bad the start protocol will be condensed to speed up the athletes' transition from swim warm-up to start. This will be done in consultation with the TD.

ITU INTRODUCTION PROTOCOL: ANNOUNCERS SCRIPT

(Music)

LADIES AND GENTLEMEN! PLEASE WELCOME THE RACE TECHNICAL OFFICIALS

(Allow time 2-3 minutes for TO's to be ready at race start)

(Music: – 00:00 – 00:10 sec)

LADIES AND GENTLEMEN! PLEASE WELCOME THE WOMEN ATHLETES OF xxx, 201x!

(Music –till the last athlete is announced)

Wearing # 1, from NEW ZEALAND

**Bronze medalist of the ITU World Championship Series here in Sydney, last year,
Gold medalist of the Dextro Energy Triathlon – ITU World Championship Grand Final in Beijing, last year,
Gold medalist of the Dextro Energy Triathlon – ITU World Championship Series in Yokohama, last year,
ANDREA HEWITT**

Wearing # 2, from AUSTRALIA

**Gold medalist of the Dextro Energy Triathlon – ITU World Championship Series in Hamburg, last year
2009 and 2010 ITU Triathlon World Champion,
EMMA MOFFATT**

Etc.

Music continues until 15 seconds prior to start time if given all ready from TD.

Heartbeat for 10 seconds followed by 5 seconds of silence.

If running late 5-10 seconds of heartbeat followed by silence.

Constant Radio contact with TD is required.





IV)Presenters list

Elite Men

	Name	Title
Medal Presenter		
Flowers Presenter		
Champagne Presenter(s) (up to 3)		

Elite Women

	Name	Title
Medal Presenter		
Flowers Presenter		
Champagne Presenter(s) (up to 3)		





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V) Ceremony Script Template

Announcer's Script Victory Ceremony

“Mesdames et Messieurs, bienvenue à la cérémonie protocolaire de remise des médailles du ITU Triathlon World Cup Edmonton”

“Ladies and Gentlemen, welcome to the Medal Ceremony of the ITU Triathlon World Cup Edmonton”:

Les médailles sont remises par :

“Presenting medals today will be:

(Title:)

Les fleurs sont remises par :

“Presenting flowers will be:

(Title:)

“Troisième et médaillé de bronze”

“In third place and the winner of the bronze medal”

Representing (country):

(name)





“Deuxième et médaillé d’argent ”

“In second place and the winner of the silver medal”

Representing (country):

(name)

“Premier et médaillé d’or du ITU Triathlon World Cup Edmonton”

“In first place and the winner of the gold medal at the ITU Triathlon World Cup Edmonton”

Representing (country):

(name)

**Mesdames, Messieurs, veuillez vous lever pour
l’hymne national**

**Please rise for the playing of national anthem
of**

Veuillez nous rejoindre pour la célébration au champagne présentée par

Please join us for the Champagne Celebration presented by

“Félicitations à tous les vainqueurs du ITU Triathlon World Cup Edmonton ”

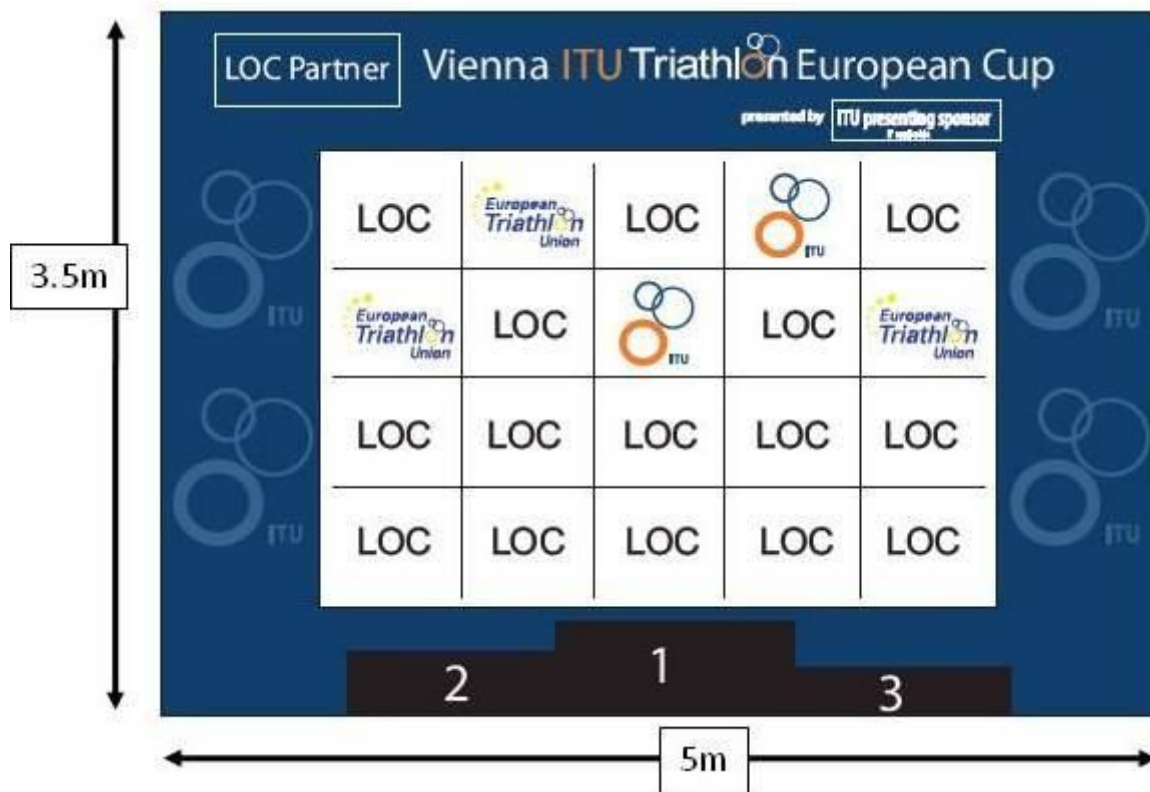
“Congratulations to all the winners of the ITU Triathlon World Cup Edmonton”

VI) Medal presentation

Medal presentation layout



- a) Podium placement: placed in full view of VIP and spectator area and off the field of play. The podium can't be placed in the finish gantry.
- b) Podium specifications: The centre standard should be the highest (0,50m x 1m x 1m), with the one of the left slightly lower (0,35m x 1m x 1m) and the one on the right the lowest (0,25m x 1m x 1m). (approximate measurements)
- c) Carpet specifications: the podium steps will be completely covered in blue carpet
- d) Flag positioning and standards: The centre standard should be the highest, with the one of the left slightly lower and the one on the right the lowest. The athletes should not turn more than 45° to see the flags. The flags have to be visible for the VIPs.
- e) The LOC is responsible to ensure that they have flags of each country of participating athletes. Provision must be made for multiple winners from one country. This can be reviewed with ITU TL.
- f) Backdrop specifications (refer to the ITU Branding Guideline for the layout):



Medal presentation procedures

- a) Flag bearers lead the procession in the following order 2nd place flag, 1st place flag, and 3rd place flag
- b) Followed by:
 - The medal bearer;
 - The flower bearer;
 - 2nd place athlete;
 - 1st place athlete;
 - 3rd place athlete;
 - The flower presenter;
 - The medal presenter;
- c) The procession will assemble in designated assembly area.
- d) The ITU official will give the cue to the music operator who will start the intro music and the procession will begin.
- e) The flag bearers will lead the procession.
- f) The procession will proceed towards the stage, going behind the podium creating a U formation on the stage.
- g) The flower and medal hostesses facing their respective VIP presenters.
- h) The athletes standing behind their respective podium position.
- i) When the announcer finishes announcing the third place athlete, the medal presenter and medal bearer will step forward and meet in front of the athlete, the presenter will take the medal and present it to the athlete and the medal bearer will step back into position.
- j) When the medal presenter has presented the medal he/she will step back and the flower presenter and flower bearer will step forward and the flowers will be presented to the athlete.
- k) The flower presenters will step back and all will follow the same procedure for 2nd and 1st place finisher on cue from the announcer.
- l) When 1st place medal and flowers are presented, the announcer will ask everyone to stand/rise for the anthem of winning athlete.
- m) As the anthem begins the flag bearers/raisers will raise the flags slowly with the winning flag going up first and reaching the top as the anthem ends.
- n) Following the anthem the athletes will group together for a group photo. (30-45 seconds)
- o) The Hostesses will lead the procession off the stage.
- p) This same procedure will be repeated for women and men. Once both medal ceremonies are complete the announcer will invite all medallists to join on to the podium for the champagne presentation.



VII) LOC Gifts Presentation Template

ITU will present the LOC and City with a gift of appreciation. Ideally this will be done at a private VIP function but may be done post Medal Presentation in consultation with the TL.

Ladies and Gentlemen we have one more small ceremony.

International Triathlon Union **President and IOC Member Marisol Casado** will present a gift of appreciation to representatives of the Host City and Local Event Organisers in thanks for their hosting a what we all agree was a hugely successful event.

For the National Triathlon Federation of X: _____

For the Local Organizing Committee: _____



VIII) Sport Presentation Audio Technical Requirements

Audio Equipment:

Minimum list

- **Audio mixer** - 16 in / 8 out & 4 band equaliser mixing console (e.g. Midas, Soundcraft, Yamaha...)
- **Equalization** - 2 x 31 band graphic equalisers (e.g. Klark technic, BSS....) for each line used
- **Compression** - 2 x insert compressors & de-esser for each microphone channel (e.g. BSS, DBX...)
- **Audio isolators** - 2 x balanced audio isolators for all feeds
- **Radio mic** for each announcer plus one for race starter (at pontoon) - Shure uc series (or similar quality) hand held microphone with long range aerial.
- **Stadium Speaker System** (venue specific). Multiple spot speakers on stands are preferred to line arrays.
- All associated **cabling**
 - between equipment
 - to FOP speakers and any localized speakers associated with the big screen

Additional (not required & based on budget)

- **Communications** [Clearcom MS-440](#) (communication) (or similar)
 - Headsets for all contractors in the SP control (Announcers, DJ, Audio, Video, Director)
 - In-Ear headsets for on-site staff. Floor manager & on site announcer
- 2 x on field fold back monitor for Victory Ceremonies

IX) Sport Presentation Video Technical Requirements

Video Equipment:

Minimum list for World Triathlon Series Events

- **Vision mixer** – 8 input 2 bank vision mixer (e.g. MX70, Fulsom).
- **Playback Hard drive system.** Playback pre produced graphics, Video and slides
- Playback 1 x **DVD player**
- **TV** (playback monitor, director & announcers viewing)
- **Big Screen** (20 m² minimum, 16:9)
- **2 x cameras** (one with tripod fixed at finish line, 1 with operator for interviews/ceremonies)
- All associated **cabling**
 - between equipment
 - to and from Host Broadcaster (dirty feed)
 - to big screen.

Additional (based on budget – if required by LOC/sponsors)

- Recordable DVD Player (or similar) and Stock for Program Archive

Please contact Fergus Murray for additional information.

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