WFDF Event Toolkit

Bidding process

- city/government partners economic benefits to the host city
- securing fields
- bid committee
- bid costs
- initial budget

Organisational structure

- incorporation
- roles of TOC
- oversight/board of directors
- relationship with WFDF
- contractual arrangements
- paid staff cf volunteers
- volunteer recruitment
- training (especially volunteers)
- in-kind benefits for staff and volunteers

Budgeting & finance

- finance policy, accounting methods
- team deposits, team fees and player fees
- WFDF player fees
- profit distribution

Administration

- document management
- delegations
- legal issues

Field services

- line-marking, cones and restraining areas
- water
- scoreboards
- field officials scorekeepers, timekeepers, line assistants
- communications
- sunscreen
- fruit/snacks
- shelter
- change rooms & showers
- toilets
- ice, first aid & medical
- signage

WFDF technical requirements

- rules of play
- eligibility
- schedule
- seeding
- uniforms
- anti-doping
- disciplinary processes
- spirit of the game
- captains' meeting

- technical training of field officials

Finals & feature games

- line marking and field set-up
- scoreboard
- video display and instant replay
- local promotion, advertising and media partners
- seating, grandstands, capacity
- spectator ticketing
- alcohol sales and licensing
- food and concessions
- programs
- public announcements

On-site services

- food
- player lounge
- internet access
- security
- tents and marquees
- furniture
- office equipment
- public address system
- storage
- cold rooms

Accommodation, transport and food

- allergies and dietary choices
- meal plans
- timing of meals
- tournament bus services and scheduling
- public transport
- rental cars
- accommodation
- expected numbers of players and guests

Ceremonies

- opening ceremony
- closing ceremony
- medal ceremonies
- trophies
- spirit of the game
- player awards (MVP etc)

Social events

- alcohol & drugs policies
- liquor licensing and compliance
- entertainment
- timing of social program
- types of events
- security
- minors

Other services

- players pack

- event program
- newsletter

Registration

- registration categories
- identification process

WFDF administrative requirements

- WFDF Congress
- other member meetings
- participant forums
- office space
- WFDF delegate/VIP packages

Website & IT

- hosting
- live scoring system
- results management
- live streaming
- website development
- content management
- integration with social networking twitter, facebook etc
- serving content to mobile devices

Environment

- waste minimisation and recycling
- waste collection
- energy efficiency
- greenhouse gas assessment
- reporting

Risk management

- safety policies lightning, hot weather, pregnancy (see AFDA/UPA)
- WFDF personal protection policies code of conduct, harassment, discrimination
- insurance
- risk management plan
- evacuation plans
- incident reporting

Broadcasting, media & news

- national broadcasting
- international broadcasting
- web streaming
- camera positions
- commentary
- results, scoring, statistics and titling
- interviews, press conferences
- dvd production
- high definition content
- official photography
- media releases
- media accreditation
- media facilities

Travel and sightseeing

- official travel agent
- airports and airlines
- tourist information
- tours

Sponsorship

- partnering with the government and city
- partnering with media
- standard sponsorship packages
- sponsor signage, advertising, VIP hospitality and services

Merchandising

- logo design
- apparel partner
- disc sales
- photographic sales
- dvd sales
- beverage sales
- third party on-site concessions

- links to other resources