

WBSC EVENT FINAL REPORT

EVENT NAME: _____
 EVENT DATE: _____
 NAME: _____
 POSITION: _____

REPORT DATE: _____
 LOCAL CURRENCY: MXN
 CURRENCY RATE: MXN 1 = USD _____

LOC REPORT				
LOC ORGANISATIONAL STRUCTURE	QTY.	Local Currency	USD	REFERENCE
Total number of people involved	0			EHM - Chapter 4.1. LOC Organisational Chart
LOC Chairman/President				
Directors				
Managers				
Coordinators				
Staff				
Event personnel				
Field crew				
Venue maintenance crew				
Volunteers				
LOC REVENUE / INCOME	QTY.	Local Currency	USD	REFERENCE
Subsidies		\$ -	\$ -	EHM - Chapter 4.3. LOC Revenue Sources
Government		\$ -	\$ -	
Municipal		\$ -	\$ -	
NOC		\$ -	\$ -	
Other		\$ -	\$ -	
Sponsorship revenues		\$ -	\$ -	
Official sponsors		\$ -	\$ -	
Official suppliers		\$ -	\$ -	
Institutional partners		\$ -	\$ -	
Local		\$ -	\$ -	
State		\$ -	\$ -	
National		\$ -	\$ -	
Official Media partners		\$ -	\$ -	
Daily media		\$ -	\$ -	
Magazines		\$ -	\$ -	
TV		\$ -	\$ -	
Radio		\$ -	\$ -	
Internet		\$ -	\$ -	
Merchandising		\$ -	\$ -	
TV rights		\$ -	\$ -	
Stake holder 1		\$ -	\$ -	
Stake holder 2		\$ -	\$ -	
....		\$ -	\$ -	
Ticket sales		\$ -	\$ -	
Ticket gate		\$ -	\$ -	
Internet		\$ -	\$ -	
Retail ticket		\$ -	\$ -	
Group ticket		\$ -	\$ -	
Miscellaneous Income		\$ -	\$ -	
Concessions		\$ -	\$ -	
Value in kind		\$ -	\$ -	
Others		\$ -	\$ -	
LOC TOTAL INCOME		\$ -	\$ -	

FEES & ALLOWANCES REPORT				
FEES & ALLOWANCES	QTY.	Local Currency	USD	REFERENCE
Hosting Fee		\$ -	\$ -	EHM - Chapter 4.2.2. Fees & Allowances
Allowances (If Required)		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
LOC EXPENSE		\$ -	\$ -	
TOTAL FEES & ALLOWANCES EXPENSE		\$ -	\$ -	

GENERAL COORDINATION REPORT				
TRAVEL & LOGISTICS	QTY.	Local Currency	USD	REFERENCE
Travel expenses for WBSC Family (flights) (If Required)	0	\$ -	\$ -	EHM - Chapter 6.2. Travel & Logistics
		\$ -	\$ -	
		\$ -	\$ -	
LOC EXPENSE		\$ -	\$ -	
Custom clearance of WBSC shipments	0	\$ -	\$ -	
WBSC Headquarters		\$ -	\$ -	
WBSC Sponsors		\$ -	\$ -	
WBSC Suppliers		\$ -	\$ -	
LOC EXPENSE		\$ -	\$ -	
Storage costs (if any)		\$ -	\$ -	
LOC EXPENSE		\$ -	\$ -	
LOC TRAVEL & LOGISTICS EXPENSE		\$ -	\$ -	
IT RESPONSIBILITIES	QTY.	Local Currency	USD	REFERENCE
Total cost of office operations equipment (if any)	0	\$ -	\$ -	
Printer(s)		\$ -	\$ -	
Copy machine(s)		\$ -	\$ -	
Monitor(s)		\$ -	\$ -	

Others			\$	-	\$	-	
LOC EXPENSE			\$	-	\$	-	
Total cost of internet access (if any)			\$	-	\$	-	
WBSC hotel					\$	-	
Venue 1					\$	-	
Venue 2					\$	-	
Others (press conference, TV production, etc.)					\$	-	
LOC EXPENSE			\$	-	\$	-	
Total cost of mobile devices	0		\$	-	\$	-	
Mobile phones					\$	-	
Sim cards					\$	-	
Hot spots					\$	-	
LOC EXPENSE			\$	-	\$	-	
IT RESPONSIBILITIES EXPENSE					-	\$	-
TOTAL GENERAL COORDINATION EXPENSE					-	\$	-

EHM - Chapter 6.3.
Information Technology

SERVICES REPORT						
ACCREDITATION SERVICE		QTY.	Local Currency	USD	REFERENCE	
Total number of accreditations		0			EHM - Chapter 7.1. Accreditations	
Number of accreditations for Teams						
Number of accreditations for WBSC Family						
Number of accreditations for VIPs						
Number of accreditations for Guests						
Number of accreditations for Media						
Number of accreditations for LOC						
Number of accreditations for Volunteers						
Individual accreditation cost (based on printing and material cost)				\$	-	
LOC EXPENSE			-	\$	-	
ACCOMMODATION SERVICE		QTY.	Local Currency	USD	REFERENCE	
Number of hotels for Teams					EHM - Chapter 7.2. Accommodation & Meals	
Number of Single rooms covered by LOC						
Number of Double rooms covered by LOC						
Number of Single rooms covered by Teams						
Number of Double rooms covered by Teams						
Number of nights covered by LOC (Single)						
Number of nights covered by LOC (Double)						
Number of nights covered by Teams (Single)						
Number of nights covered by Teams (Double)						
Average Single room rate for Teams' Hotels (per night, specify if breakfast only, full board, etc.)				\$	-	
Average Double room rate for Teams' Hotels (per night, specify if breakfast only, full board, etc.)				\$	-	
Miscellaneous				\$	-	
LOC EXPENSE			-	\$	-	
Hotels for WBSC Family					EHM - Chapter 7.2. Accommodation & Meals	
Number of Single rooms covered by LOC						
Number of Double rooms covered by LOC						
Number of Single rooms covered by WBSC						
Number of Double rooms covered by WBSC						
Number of nights covered by LOC (Single)						
Number of nights covered by LOC (Double)						
Number of nights covered by WBSC (Single)						
Number of nights covered by WBSC (Double)						
Average Single room rate for WBSC Family Hotels (per night, specify if breakfast only, full board, etc.)				\$	-	
Average Double room rate for WBSC Family Hotels (per night, specify if breakfast only, full board, etc.)				\$	-	
Miscellaneous				\$	-	
LOC EXPENSE			-	\$	-	
Hotels for Media (if any)				\$	-	
LOC ACCOMODATION EXPENSE			-	\$	-	
MEALS SERVICE		QTY.	Local Currency	USD	REFERENCE	
Total number of meals served for Teams		0			EHM - Chapter 7.2. Accommodation & Meals	
Number of meals served at hotels						
Number of meals served at venues						
Number of meals covered by LOC						
Number of meals covered by Teams						
Average meals cost for Teams				\$	-	
LOC EXPENSE			-	\$	-	
Total number of meals served for WBSC Family		0			EHM - Chapter 7.2. Accommodation & Meals	
Number of meals served in hotels						
Number of meals served in venues						
Number of meals covered by LOC						
Number of meals covered by WBSC						
Average meals cost for WBSC Family				\$	-	
LOC EXPENSE			-	\$	-	
LOC MEALS EXPENSE			-	\$	-	
LAUNDRY SERVICE		QTY.	Local Currency	USD	REFERENCE	
Total number of laundry services provided for Teams		0				
Covered by LOC						
Covered by Teams						
Total number of lost items (if any*)		0				
*Game jersey						
*Game pants						
*Undershirt						
*Underpants						
*Socks						
Average laundry service cost for Teams				\$	-	

LOC EXPENSE		0	-	\$	-	EHM - Chapter 7.3. Laundry
Total number of laundry services provided for WBSC Family						
Covered by LOC						
Covered by WBSC (own)						
Total number of lost items (if any*)		0				
*Game shirt						
*Game pants						
*Undershirt						
*Underpants						
*Socks						
Average laundry service cost for WBSC Family				\$	-	EHM - Chapter 7.4. Local Transportation
LOC EXPENSE			-	\$	-	
LOC LAUNDRY EXPENSE			-	\$	-	
TRANSPORTATION SERVICE		QTY.	Local Currency	USD	REFERENCE	
Number of transportation services completed for Teams		0				
Number of vehicles used for Teams						
Number of buses						
Number of vans/wagons						
Number of cars (if any)						
Other						
Number of drivers during the event for Teams				\$	-	EHM - Chapter 7.5. Health Services & Security
Transportation service cost for Teams (based on vehicles, drivers, fuel and any other cost)				\$	-	
LOC EXPENSE			-	\$	-	
Number of transportation services completed for WBSC Family		0				
Number of vehicles used for WBSC Family						
Number of cars						
Number of vans/wagons						
Number of buses (if any)						
Other						
Number of drivers during the event for WBSC Family				\$	-	
Transportation service cost for WBSC Family (based on vehicles, drivers, fuel and any other cost)				\$	-	
LOC EXPENSE			-	\$	-	
LOC TRANSPORTATION EXPENSE			-	\$	-	
HEALTH SERVICES & SECURITY		QTY.	Local Currency	USD	REFERENCE	EHM - Chapter 7.5. Health Services & Security
Total number of medical attention services provided		0				
Teams						
WBSC Family						
LOC						
Volunteers						
Spectators						
Others						
Average cost of medical attention services (if any)				\$	-	
LOC EXPENSE			-	\$	-	
Total number of anti-doping control samples collected		0				EHM - Chapter 7.5. Health Services & Security
Number of samples processed at LOC expense						
Number of samples processed at WBSC expense						
Average cost of anti-doping processed samples				\$	-	
LOC EXPENSE			-	\$	-	
Total industrially bottles of drinking water		0				
For practices						
For games						
Average cost of bottled of drinking water				\$	-	
LOC EXPENSE			-	\$	-	
Total bags/box/coolers of ice		0				EHM - Chapter 7.5. Health Services & Security
For practices						
For games						
Average cost of ice				\$	-	
LOC EXPENSE			-	\$	-	
Total number of law enforcement officials involved						
Total number of LOC security personnel involved						
Total number of police escorts services provided		0				
Teams transfers						
WBSC Family transfers						
VIP transfers						
Others						
Average police escorts services cost (if any)				\$	-	
LOC EXPENSE			-	\$	-	
Cost of accident and liability insurance for the Event (mandatory with \$2,500,000 limit)				\$	-	
Cost of Event cancellation, postponement or rescheduling insurance (if any)				\$	-	
LOC EXPENSE			-	\$	-	
LOC HEALTH & SECURITY EXPENSE			-	\$	-	
TOTAL SERVICES EXPENSE			-	\$	-	

COMPETITION REPORT					
PRE-TOURNAMENT MEETINGS		QTY.	Local Currency	USD	REFERENCE
Pre-Tournament meetings rooms		0			
Technical Commission					
Umpire					
Scorers					
Pre-Tournament Technical/Organisational Meeting					
Press Conference					
Others					
Average meeting room cost (if any)				\$	-
LOC PRE-TOURNAMENT MEETINGS EXPENSE			-	\$	-

VENUE INFRASTRUCTURE & SPACE REQUIREMENTS	QTY.	Local Currency	USD	REFERENCE
Number of practice venues used				
Average cost per practice venue maintenance, equipment and set-up			\$ -	
LOC EXPENSE		-	\$ -	
Number of competition venues used				
Average cost per competition venue renovations and maintenance and set up			\$ -	
LOC EXPENSE		-	\$ -	
Average cost per competition venue infrastructure (if any)			\$ -	
Sound system			\$ -	
Scoreboard			\$ -	
Video screen			\$ -	
Clocks			\$ -	
LOC EXPENSE		-	\$ -	
Average cost per competition venue temporary infrastructure (if any)			\$ -	
Umpire rooms			\$ -	
Dining room/areas			\$ -	
Offices and workspaces			\$ -	
Doping control stations			\$ -	
Others			\$ -	
LOC EXPENSE		-	\$ -	
Average cost per competition venue for Media/TV/Broadcast infrastructure			\$ -	
Platforms			\$ -	
Booths			\$ -	
Scaffolding			\$ -	
Internet installation			\$ -	
Electric generators			\$ -	
Others			\$ -	
LOC EXPENSE		-	\$ -	
LOC VENUE INFRASTRUCTURE EXPENSE		-	\$ -	
TOTAL COMPETITION EXPENSE		-	\$ -	EHM - Chapter 8.5. Venue infrastructure & space requirements

CEREMONIES AND PROTOCOL REPORT				
CEREMONIES	QTY.	Local Currency	USD	REFERENCE
Cost of Ceremonies				
Opening Ceremony (including show, banners, set up, etc.)			\$ -	
Closing Ceremony (including show, confetti, winner board, banners, set up, etc.)			\$ -	
Pre-game Ceremony (including flags, set up, etc.)			\$ -	
LOC CEREMONIES EXPENSE		-	\$ -	EHM - Chapter 9. Ceremonies & Protocol
VIP HOSPITALITY PLAN	QTY.	Local Currency	USD	REFERENCE
Cost of VIP hospitality areas				
Food			\$ -	
Drinks and beverages			\$ -	
Others			\$ -	
LOC VIP HOSPITALITY EXPENSE		-	\$ -	EHM - Chapter 9.4. VIP Hospitality Areas
SOCIAL FUNCTIONS	QTY.	Local Currency	USD	REFERENCE
Cost of Social functions (if any)				
Welcome reception			\$ -	
Official dinner			\$ -	
Others			\$ -	
LOC SOCIAL FUNCTIONS EXPENSE		-	\$ -	EHM - Chapter 9.6. Social Functions
TROPHY & MEDALS PRODUCTION	QTY.	Local Currency	USD	REFERENCE
Total number of awards produced by LOC				
Average cost of awards produced by LOC			\$ -	
Individual awards			\$ -	
LOC EXPENSE		-	\$ -	
Total number of souvenirs produced by LOC (if any)				
Average cost of souvenirs produced by LOC (if any)			\$ -	
LOC EXPENSE		-	\$ -	
LOC TROPHY & MEDALS PRODUCTION EXPENSE		-	\$ -	EHM - Chapter 9.7. Trophy & Medals Production
TOTAL CEREMONIES & PROTOCOL EXPENSE		-	\$ -	

MARKETING & PROMOTION REPORT				
BRANDING	QTY.	Local Currency	USD	REFERENCE
Total cost of competition venues signage covered by LOC				
Field of play			\$ -	
Directional signage			\$ -	
Press conference room			\$ -	
Mixed zones			\$ -	
City dressing (billboards, hotels, etc.)			\$ -	
Welcome and information desks			\$ -	
Others			\$ -	
LOC BRANDING EXPENSE		-	\$ -	EHM - Chapter 10.4. Branding
PROMOTION PLAN	QTY.	Local Currency	USD	REFERENCE
Total cost of LOC promotional plan				
Print media			\$ -	
Radio			\$ -	
TV			\$ -	
Internet/Digital			\$ -	
Event mascot (if any)			\$ -	
Event branded gifts (if any)			\$ -	
Others			\$ -	
LOC PROMOTION PLAN EXPENSE		-	\$ -	EHM - Chapter 10.5. LOC Promotion Plan
PRINT MATERIALS	QTY.	Local Currency	USD	REFERENCE
Total number of official Event programmes printed				

Individual official Event programme cost (based on printing and material costs)			\$	-	EHM - Chapter 10.6. Print Materials
LOC EXPENSE		-	\$	-	
Total number of Event posters printed					
Individual Event posters cost (based on printing and material costs)			\$	-	
LOC EXPENSE		-	\$	-	
Total number of Event Media guide printed					
Individual Event Media guide cost (based on printing and material costs)			\$	-	
LOC EXPENSE		-	\$	-	
Others			\$	-	
LOC EXPENSE		-	\$	-	
LOC PRINT MATERIALS EXPENSE		-	\$	-	
TICKETING	QTY.	Local Currency	USD	REFERENCE	
Total number of tickets printed	0			EHM - Chapter 10.7. Ticketing	
Number of sold tickets					
Assigned to WBSC at no cost					
Assigned to Local Sponsors at no cost					
Others					
TOTAL CEREMONIES & PROTOCOL EXPENSE			\$	-	

LOC TV IMPACT REPORT				
TV	QTY.	Local Currency	USD	REFERENCE
			\$ -	EHM - Chapter 11. TV Broadcasting Rights
TO DEFINE WHAT WE WANT TO KNOW			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	

LOC MEDIA IMPACT REPORT				
MEDIA	QTY.	Local Currency	USD	REFERENCE
Number of official photographers				EHM - Chapter 12. Media
Individual cost		\$	-	
LOC EXPENSE		-	-	
		\$	-	
		\$	-	
TO DEFINE WHAT WE WANT TO KNOW		\$	-	

	Local Currency	USD
LOC TOTAL EXPENSE	MXN -	\$ -
LOC TOTAL INCOME	MXN -	\$ -

LOC TOTAL INCOME