

# 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		\$ -	\$ -	
<b>LOC TOTAL INCOME</b>		<b>\$ -</b>	<b>\$ -</b>	

FEES & ALLOWANCES REPORT				
FEES & ALLOWANCES	QTY.	Local Currency	USD	REFERENCE
Hosting Fee		\$ -	\$ -	EHM - Chapter 4.2.2. Fees & Allowances
Per-diems		\$ -	\$ -	
WBSC Directors		\$ -	\$ -	
WBSC Officials		\$ -	\$ -	
<b>LOC EXPENSE</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL FEES &amp; ALLOWANCES EXPENSE</b>		<b>\$ -</b>	<b>\$ -</b>	

GENERAL COORDINATION REPORT				
TRAVEL & LOGISTICS	QTY.	Local Currency	USD	REFERENCE
Travel expenses for WBSC Family (flights)	0	\$ -	\$ -	EHM - Chapter 6.2. Travel & Logistics
Cost of business class travel expenses		\$ -	\$ -	
Cost of economy class travel expenses		\$ -	\$ -	
<b>LOC EXPENSE</b>		<b>\$ -</b>	<b>\$ -</b>	
Custom clearance of WBSC shipments	0	\$ -	\$ -	
WBSC Headquarters		\$ -	\$ -	
WBSC Sponsors		\$ -	\$ -	
WBSC Suppliers		\$ -	\$ -	
<b>LOC EXPENSE</b>		<b>\$ -</b>	<b>\$ -</b>	
Storage costs (if any)		\$ -	\$ -	
<b>LOC TRAVEL &amp; LOGISTICS EXPENSE</b>		<b>\$ -</b>	<b>\$ -</b>	
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			\$	-	\$
LOC IT RESPONSIBILITIES EXPENSE				-	\$
<b>TOTAL GENERAL COORDINATION EXPENSE</b>					<b>- \$ -</b>

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					
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			
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					



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

EHM - Chapter 8.5.  
Venue infrastructure  
& space  
requirements

<b>CEREMONIES AND PROTOCOL REPORT</b>				
<b>CEREMONIES</b>	<b>QTY.</b>	<b>Local Currency</b>	<b>USD</b>	<b>REFERENCE</b>
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.)			\$ -	
<b>LOC CEREMONIES EXPENSE</b>			\$ -	
<b>VIP HOSPITALITY PLAN</b>	<b>QTY.</b>	<b>Local Currency</b>	<b>USD</b>	<b>REFERENCE</b>
Cost of VIP hospitality areas			\$ -	
Food			\$ -	
Drinks and beverages			\$ -	
Others			\$ -	
<b>LOC VIP HOSPITALITY EXPENSE</b>			\$ -	
<b>SOCIAL FUNCTIONS</b>	<b>QTY.</b>	<b>Local Currency</b>	<b>USD</b>	<b>REFERENCE</b>
Cost of Social functions (if any)			\$ -	
Welcome reception			\$ -	
Official dinner			\$ -	
Others			\$ -	
<b>LOC SOCIAL FUNCTIONS EXPENSE</b>			\$ -	
<b>TROPHY &amp; MEDALS PRODUCTION</b>	<b>QTY.</b>	<b>Local Currency</b>	<b>USD</b>	<b>REFERENCE</b>
Total number of awards produced by LOC				
Average cost of awards produced by LOC			\$ -	
Individual awards			\$ -	
<b>LOC EXPENSE</b>			\$ -	
Total number of souvenirs produced by LOC (if any)				
Average cost of souvenirs produced by LOC (if any)			\$ -	
<b>LOC EXPENSE</b>			\$ -	
<b>LOC TROPHY &amp; MEDALS PRODUCTION EXPENSE</b>			\$ -	
<b>TOTAL CEREMONIES &amp; PROTOCOL EXPENSE</b>			\$ -	

EHM - Chapter 9.  
Ceremonies &  
Protocol

EHM - Chapter 9.4.  
VIP Hospitality Areas

EHM - Chapter 9.6.  
Social Functions

EHM - Chapter 9.7.  
Trophy & Medals  
Production

<b>MARKETING &amp; PROMOTION REPORT</b>				
<b>BRANDING</b>	<b>QTY.</b>	<b>Local Currency</b>	<b>USD</b>	<b>REFERENCE</b>
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			\$ -	
<b>LOC BRANDING EXPENSE</b>			\$ -	
<b>PROMOTION PLAN</b>	<b>QTY.</b>	<b>Local Currency</b>	<b>USD</b>	<b>REFERENCE</b>
Total cost of LOC promotional plan			\$ -	
Print media			\$ -	
Radio			\$ -	
TV			\$ -	
Internet/Digital			\$ -	

EHM - Chapter 10.4.  
Branding

EHM - Chapter 10.5.  
LOC Promotion Plan

Event mascot (if any)			\$	-	LOC PROMOTION PLAN
Event branded gifts (if any)			\$	-	
Others			\$	-	
<b>LOC PROMOTION PLAN EXPENSE</b>			-	-	
<b>PRINT MATERIALS</b>	<b>QTY.</b>	<b>Local Currency</b>	<b>USD</b>	<b>REFERENCE</b>	
Total number of official Event programmes printed					EHM - Chapter 10.6. Print Materials
Individual official Event programme cost (based on printing and material costs)			\$	-	
<b>LOC EXPENSE</b>			-	\$	
Total number of Event posters printed					
Individual Event posters cost (based on printing and material costs)			\$	-	
<b>LOC EXPENSE</b>			-	\$	
Total number of Event Media guide printed					
Individual Event Media guide cost (based on printing and material costs)			\$	-	
<b>LOC EXPENSE</b>			-	\$	
Others			\$	-	
<b>LOC EXPENSE</b>			-	\$	
<b>LOC PRINT MATERIALS EXPENSE</b>			-	\$	
<b>TICKETING</b>	<b>QTY.</b>	<b>Local Currency</b>	<b>USD</b>	<b>REFERENCE</b>	
Total number of tickets printed	0				EHM - Chapter 10.7. Ticketing
Number of sold tickets					
Assigned to Teams at no cost					
Assigned to WBSC at no cost					
Assigned to VIPs at no cost					
Assigned to Local Sponsors at no cost					
Assigned to Guests at no cost					
Others					
<b>TOTAL CEREMONIES &amp; PROTOCOL EXPENSE</b>			-	\$	-

LOC TV IMPACT REPORT				
TV	QTY.	Local Currency	USD	REFERENCE
TO DEFINE WHAT WE WANT TO KNOW			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-

LOC MEDIA IMPACT REPORT				
MEDIA	QTY.	Local Currency	USD	REFERENCE
Number of official photographers				
Individual cost			\$	-
<b>LOC EXPENSE</b>			-	\$
			\$	-
			\$	-
TO DEFINE WHAT WE WANT TO KNOW			\$	-
			\$	-

	Local Currency		USD	
	MXN		\$	-
<b>LOC TOTAL EXPENSE</b>				
<b>LOC TOTAL INCOME</b>				