



TRAM-EM c/o SAM PRODUCTION GmbH · Zschoner Ring 2 · 01723 Kesselsdorf / Dresden

Checklist for the event production TRAM-EM update 2015

The following content are based on experience of past productions.
- subjects to alterations -

TRAM-EM

c/o SAM PRODUCTION GmbH
Zschoner Ring 2
01723 Kesselsdorf / Germany

Tel: +49 35204 79300
Fax: +49 35204 793029
Wieland.stumpf@sam-production.de
www.sam-production.de

Geschäftsführer:
Kay Aubrecht und Wieland Stumpf

Amtsgericht Dresden HRB 19591
Steuernummer 203/118/08096
UST-Nr. DE215102419

a) general preparation

1. Layout and production of an invitation form with your company CI: a cover letter, a registration form, a program overview (template forms from past championships as well as team contacts are available from SAM).
2. Invitations sent out via email or post (provided by SAM on demand).
3. Layout and distribution of the registration confirmation, incl. hotel address, travel information, and detailed program schedule (template forms from past championships are available from SAM).
4. Reservation and cost defrayment for two single rooms for the drivers, for two nights, in a three-star hotel or better.
5. Room reservation for the companion/s (usually one person), costs covered directly by the teams at the hotel.
6. Reservation and cost defrayment of 4-6 single rooms for the TRAM-EM team for 3-4 nights in a three-star hotel or better.
7. Defrayment of the travel costs of the TRAM-EM team (in coordination with SAM).
8. Promotion for the public festival via radio, print, and internet.
9. Distribution of national press information (SAM sends out international press information).
10. Registration for the public authorities and insurance
11. Organization and cost defrayment of camera and video equipment for a live transmission on a local LED screen, for TV, and an internet livestream: minimum 2 cameras and accompanying staff on board and 8 cameras off the trams. If a media partnership is not possible, SAM also provides this service. The rehearsal for the cameras should be at noon on the first day.



b) **First day** (welcome, instructions, training, sightseeing tour, drivers' party)

12. Organization and cost defrayment of team shuttles travelling between the airport, railway station, hotel, and depot as needed.
13. Organization of a room with chairs for about 100 people for the official welcome and instructions
14. Organization and cost defrayment of two speakers with a microphone for speeches
15. Organization and cost defrayment of a video projector with notebook for the presentation of the disciplines
16. Organization and cost defrayment of interpreters for every team. When possible in the national languages, employees of your company are very welcome for this job
17. Organization and cost defrayment of a local „team coach“ for every team. Employees of your company are very welcome for this job. They should have a mobil all the time and they should be able to communicate in English or German. Team coach and interpreters could be in one person.)
18. Organization and cost defrayment of F&B for the teams (about 100 person, 10am – 4pm) and the production crew
19. Layout and production of badges with name and city for every driver and their companion/s
20. Layout and production of a A5 folder with instructions of six competitive disciplines und the event program. (SAM provides the layout and ideas for the competitive disciplines. The final establishing of the disciplines is depend on the local possibilities and wishes.)
21. Layout and production of a confirmation for the assignment of picture rights. The signature of every driver is required on this note. (SAM delivers an example.)
22. Organization of the training runs (15-30 min per driver on min. 2 trams)
23. Organization of two driving instructors for the training and competition runs
24. Organization of a visitor tour for the teams through the depot
25. Organization, setup and cost defrayment for an open air stage (min 10m x 7m) incl. a professional soundsystem and a wide stairway in the front for group/team pictures
26. Organization, setup, and cost defrayment for a professional LED screen (min 5m x 3m), ready for show at noon



27. Organization of 2 trams for the competitions and the setup of the camera equipment at 10AM, camera- and program rehearsals are at 12AM (SAM presents a supervisor and maybe the onboard cameras.)
28. Organization and cost defrayment for a professional moderator/presenter at the stage in local language
29. Organization and cost defrayment for a professional commentator (OFF) for the video transition in local language
30. Organization and cost defrayment for a professional commentator (OFF) for the video transition (internet, TV) in English language
31. Organization and cost defrayment for a professional live reporter for the video transition to the competition area in the local language.
32. Organization and cost defrayment for internet connection with min. 8Mbit upload and power supply for the whole production.
33. Organization of 15 employees for the referee team (SAM provides an experienced referee team, in which case 8 local assistants would be needed).
34. Organization and cost defrayment for a sightseeing tour, if possible with the tram. Start should be at the team hotel, duration ca. 1 hour.
35. Organization and cost defrayment for a drivers' welcome party for all participants, incl. dinner and the awarding of the start numbers (incl. sound systems and microphone, and stage if appropriate).
36. One container (e.g., glass box) and lottery tickets for the awarding of the start numbers
37. Organization and cost defrayment for a shuttle from drivers' party to hotel for all participants.

c) Second day (competitions)

38. Organization and cost defrayment for shuttles for the teams between the hotel, festival area, airport, and/or railway station.
39. Organization and cost defrayment for all safety measures like barriers and security personnel.
40. Layout and production of one large (80cm x 30cm) and one small (30cm x 20cm) team sign (SAM provides layout examples).



41. Organization or production of the equipment for the competitions (displays, measuring units, and tools).
42. Organization and cost defrayment for the cups for the second- and third-place winners (SAM delivers the winner's trophy).
43. Layout and production of certificates for all drivers (SAM delivers layout examples and can organize the delivery after the event).
44. Organization and cost defrayment of an engraver for the winner's plaque.
45. Organization and cost defrayment for a lunch for the teams, coaches, and the production crew near the festival area (12.00-14.00).
46. SAM creates the schedule for the competitions.
47. Organization and cost defrayment for 10 radios for referees and tournament committee.
48. Three flagpoles and team flags.
49. One podium for the winners (1-3) on stage.
50. Organization and cost defrayment for a national handheld flag for each team for the prize-winning ceremony.
51. Organization and cost defrayment for cultural program on the stage - local musicians, dancers, acts, etc., or conversations with the teams (12.00-14.00 and 16.00-17.00).
52. Organizing the symbolic baton handover ceremony to the next host city (SAM delivers the baton).
53. Video production of the team presentation and the prize-presentation ceremony (SAM delivers the videos and a schedule).