



PRODUCTION AND PRESENTATION

OF THE

**WTF WORLD PARA TAEKWONDO
CHAMPIONSHIPS**

&

**WTF WORLD TAEKWONDO
GRAND PRIX 2017**

19 - 22 OCTOBER 2017

**COPPERBOX ARENA,
QUEEN ELIZABETH OLYMPIC PARK,
LONDON**

INVITATION TO TENDER

FEBRUARY 2017

Contents

1. INTRODUCTION	3
1.1 Introduction to Taekwondo.....	3
1.2 Taekwondo in Great Britain	3
1.3 The Event(s).....	4
2. TENDER REQUIREMENTS	8
2.1 Arena Design and Production	8
2.1.1 Main Backdrop and Athlete Entrance – Drape 1	9
2.1.2 Drape Line 2	9
2.1.3 Production and Broadcast area.....	10
2.1.4 Competition Management, Officials, Media & VIP's area	10
2.1.5 Accreditation Centre & VIP Lounge	11
2.1.6 Lighting.....	11
2.1.7 Mixed Zone - Media Backdrop Lighting	12
2.1.8 Audio.....	12
2.2 Production Support Hardware	12
2.2.2 Scoreboards	13
2.2.3 Information screens	14
2.3 Ancillary Items & Services.....	14
2.3.1 Power cabling	14
2.3.2 Power supply.....	15
2.3.3 Rigging.....	15
2.3.4 Access equipment.....	15
2.4 Presentation.....	16
3. CREDENTIALS.....	17
4. CONFIDENTIALITY	17
6. TIMESCALES AND PROCEDURES.....	18

1. INTRODUCTION

1.1 Introduction to Taekwondo

Taekwondo is a global Olympic Sport and dynamic Martial Art originating in Korea.

It is practised by over 70 million people across the world.

Taekwondo has featured in the last 5 Olympic Games as a full Medal Sport having been first introduced as a demonstration event at the 1988 Seoul Games.

Taekwondo literally translates from Korean as "The way of the Hand and Foot".

Competitors wear electronic protective equipment that "scores" points when kicked and punched correctly.

Competing athletes wear either Red Colour (Hong) or Blue Colour (Chung) protectors. The World Taekwondo Federation (WTF) is the IOC world recognised governing body.

1.2 Taekwondo in Great Britain

GB Taekwondo is the High Performance arm responsible for the delivery of World Class Athlete Performance programmes in partnership with UK Sport and Sport England.

GB Taekwondo is also responsible for delivering an events program supporting high performance ambitions.

British athletes are highly successful on the international Taekwondo stage.

Great Britain achieved three medals at the Rio Olympic Games, with Jade Jones achieving her second Olympic Gold, Lutalo Mohammed gaining silver and current world champion Bianca Walkden attaining bronze.

The Great Britain squad and National Academy is based in and around East Manchester and consists of approximately 30 full time athletes complimented by Junior and Cadet development teams.

Some of this squad are World, continental and major event medallists with high public profiles.

It is very important that the UK hosts regular and credible international events to support our high performance plan.

Through hosting major events on home soil, we give our elite athletes significant benefits such as wild card entry into world level events that are otherwise inaccessible, the potential to attain additional world ranking points that impact on Olympic selection and seeding, plus, well documented home soil advantages in terms of minimising team travel, inspirational local support and venue design benefits.

These events also provide significant international relations opportunities for NGB personnel.

British Taekwondo is the National Governing Body for the Martial Art and Sport of Taekwondo in the UK, responsible for membership, promotion, insurance and grass roots development. GB Taekwondo and British Taekwondo collaborate regularly across a range of projects.

1.3 The Event(s)

Great Britain has an unrivalled reputation for hosting quality Taekwondo events with strong sports presentation, including drape lines, star-cloth backdrops, light and sound production, in venue presentation, broadcast and online audience offers. These were all reasons which contributed towards the WTF forging a partnership with GB Taekwondo to stage the inaugural World Taekwondo Grand Prix in Manchester during December 2013. This highly successful event established the ground breaking commercial exposure model and international TV platform that the WTF had hoped for, and, set the stage for a regular annual series of GP events around the world. As a direct result, Great Britain has played an event series anchor role, hosting two further editions of this event, in October 2014 and October 2015 in Manchester.

Coming out of Rio, our credibility and experience as a host placed us in a very strong position when bidding for events in the Tokyo Olympic Cycle. As a result, Great Britain has secured the rights to host the 2017 World Para Taekwondo Championships and another edition of the Grand Prix event this year.

These events will be run concurrently in the same venue in London between 19th – 22nd October 2017. Both events provide a unique opportunity to influence the growth and profile of the sport in Great Britain and are a fantastic opportunity to demonstrate to live & highlight show TV audiences, viewers across the world via online platforms and spectators within the event venue, the unique combination of speed, strength, agility, endurance and mental toughness that this full contact Olympic and Paralympic sport has in abundance.

Grand Prix Background

The World Taekwondo Federation has a rolling 4 year events program, generally consisting of:

- Olympic competition every 4 years
- World Championships every 2 years
- Continental Championships every 2 years
- **3 Grand Prix events per year (featuring the top 32 athletes in each weight category)**
- 1 Grand Prix final per year (featuring the top 8 in each weight category)
- Various Open Championship events (that are locally organised but sanctioned by the WTF)

Most successful mainstream international sports have an established event series featuring only the best global athletes competing in flagship locations on a regular basis.

Examples: ATP Tour (Tennis)
 Formula 1 (Motor Racing)
 PGA Tour (Golf)
 Judo Grand Prix
 Track Cycling World Cup

The WTF's initial strategic global intention was to build a showcase event series that was very attractive to international broadcasters, with the aim of generating significant exposure to attract global and domestic commercial sponsors to the sport over the short to medium term.

From this, the WTF, in partnership with GB Taekwondo, developed the GP series brand, to replicate the successes of other similar sports' models.

This model has been successful and the ambition is to refine production values and sports presentation further to continually raise the bar and keep Great Britain position as the flagship event.

The overarching objective of our UK event partner's, is to ensure that this event in London is high profile, gains excellent TV coverage and attracts *great crowds* to see the "best of the best" and support our British Athletes.

World Para Taekwondo Championships Background

The World Taekwondo Federation has been slowly developing the Para Taekwondo concept over recent years, culminating in Para Taekwondo being accepted onto the Tokyo 2020 Paralympic program for the first time.

A World Para Taekwondo Championships, held every 2 years, is the ultimate pinnacle event for Para Taekwondo athletes and the WTF have decided to partner with GB Taekwondo to host the 2017 event in a London 2012 Paralympic venue, launching their Tokyo Paralympic campaign.

Para Taekwondo is still relatively small but growing very quickly, having achieved Paralympic status. By strategically hosting this event alongside a flagship Grand Prix event, the WTF hopes to capitalise on the wider exposure and use of a world class venue.

WORLD TAEKWONDO GRAND PRIX CORE EVENT FORMAT

Competing Athletes:

Top 31 athletes in each Olympic weight category based on current World Ranking positions.

The host nation can also enter one additional athlete in each category (meaning that Great Britain could enter an additional 8 athletes into this event, giving the home crowds plenty of opportunity to show their support)

This means that only the best athletes in the world will be competing in London with a maximum possible number of 256.

Categories: There are 4 Male Weight Categories and 4 Female Weight Categories

Male	- 58 kg	Female	- 47 kg
Male	- 68 kg	Female	- 57 kg
Male	- 80 kg	Female	- 67 kg
Male	+ 80 kg	Female	+ 67 kg

WORLD PARA TAEKWONDO WORLD CHAMPIONSHIPS CORE EVENT FORMAT

Competing Athletes: The WTF anticipates approximately **200 athletes** in 2017, taking part, across a number of divisions.

These categories are based upon the type of competition:

- Kyorugi (combat)
- Poomse, (which is set patterns of movement)

And sub categories relating to:

- Gender
- level of disability
- weight category (if applicable)

This is quite a wide ranging group of people, however, from previous experience and the level of movement required to compete, none will have severe disability or requiring specific special assistance, with only a handful using wheelchairs if any.

Competition Schedule: **(Appendix 1 – Draft Top Line Production Schedule)**

The combined event will take place from 19 to 22 October 2017 and will be staged in the **Copperbox Arena, Queen Elizabeth Olympic Park, Stratford, London.**

The competition schedule is yet to be 100% confirmed but will broadly be as follows;

Days 1 (19th October 2017)

World Para Taekwondo Championships - on 5 competition courts 9:00am - 10:00pm

Days 2 & 3

Preliminary matches session on 3 competition courts 9:00am - 1:00pm
Further prelims and quarter final session on 3 courts 2:30pm - 5:30pm
Evening show of 6 semi finals & 3 Finals on 1 court 6:15pm – 10:00pm

Day 4

Preliminary and quarter final session on 3 courts 9:00am - 12:00pm
Further prelims and quarter final session on 3 courts 1:30pm - 4:00pm
Evening show of 4 semi finals & 2 Finals on 1 court 5:15pm – 8:00pm

Build Schedule:

Monday 16 th October	Main Production installation (including start of Broadcast installation)
Tuesday 17 th October	Installation continued until completion
Wednesday 18 th October	Testing and rehearsals
19 th – 22 nd October	Live event
Sunday 22 nd Oct (from 8pm)	Partial strip down
Monday 23 rd October	Strip down and load out

Top Line Production and Presentation Requirements

The core production and presentation ambition for this event is to both inform and entertain the in venue audience, and deliver an integrated and polished presentation plan for the live TV broadcast each evening (3 Grand Prix days only).

This event has been designed to have two very different operational phases.

Phase 1

During all of day 1 for the **Para event**- up to five competition areas will be in constant use. Time permitting in a small number of selected finals matches could take place on the main central show court with some enhanced presentation required. Medal presentations, set against the large vertical LED display board (see production spec later in this document) will also take place throughout the day (the format will be time dependant and agreed with the WTF on site).

(Day 1 will not feature any TV coverage but all 5 courts will be streamed live.)

During the daytime phase 1 of the Grand Prix, all preliminary and quarter final rounds will take place across three competition areas, in constant use throughout the day as athletes go through the knockout phases. (There will be no TV broadcasting during these rounds.)

However, all matches on all courts will be streamed live.

A light touch sports presentation package will be required to introduce and close each session with added content or features where appropriate.

The main house lights will be used throughout and will remain on during these periods.

Phase 2

The daily evening show for the Grand Prix event will only use the main central court and broadcast live via Satellite around the World and to a domestic broadcast audience.

This will require a "dark" venue production with full use of truss mounted light and sound assets to create a focal point of athlete entrances, match introductions and ongoing atmosphere enhancements.

It is a specific requirement that a full second by second presentation plan is drawn up with the host broadcast provider, integrating an in venue presenter with on screen and in venue content and commentary teams, in a scripted, joined up approach.

Venue Layout

Appendix 2 – Slide 1 (Day 1) & Slide 2 (Day 2 to 4)

- 3 ground level competition areas (14.4m x 14.4m matted areas)
- Field of play surrounded by 80cm high Branded board wall.
- 2 additional ground level competition areas for Para event (Day 1 only)
- Spectator & Athlete seating forming 2 sides
- Production, broadcast, technical official, VIP and media areas will flank the 3rd side on raising deck tribune style platforms.
- Suspended black background drape lines providing backdrop for 3rd Side areas. (Drape 2)
- A main presentation drape line including star-cloth with entrances – fully enclosing field of play on the 4th side (Drape 1)

Host Broadcasting

The appointed Production and Sports Presentation partner will be expected to work closely with the appointed Host Broadcaster, taking the lead in developing the evening show, creating content and agreeing a second by second scripted presentation plan.

1.4 Event Stakeholders

The stakeholders of this event are;

- ❖ UK Sport (UKS)
- ❖ London Mayor (GLA)
- ❖ GB Taekwondo (GBT)
- ❖ World Taekwondo Federation (WTF)
- ❖ British Taekwondo (BT)

2. TENDER REQUIREMENTS

The stakeholders are seeking to appoint a Production and Sports Presentation company with a proven track record of designing and delivering successful events.

World Taekwondo Federation (WTF)

It is worth noting that this event is the intellectual property of the World Taekwondo Federation. They have rolled out editions of this event across the world using a similar production format.

To achieve this, they have established a basic core design specification that can be replicated in other venues across the world based on the standard model for venue design, production and presentation created by GB Taekwondo and contained within this tender. With this aim in mind, prospective Production and Presentation partners are requested to submit proposals using equipment assets that are generally available across the industry and are cost effective.

Outline of Production and Presentation requirements

The key objectives for a Production and Sports Presentation candidate are to enhance the core event design, propose and quote for the delivery of the following services:

- **Arena Design and Production**
- **Production Support Hardware**
- **Ancillary Services**
- **Presentation**

2.1 Arena Design and Production

Taekwondo has held successful events for a number of years at venues across Manchester using an established model of drape lines, star-cloth, LED panels and display screens. Based on this experience, the World Taekwondo Federation and event partners created a production template for the Grand Prix series in 2013 and now wish to fine tune this model as it rolls out across the world during 2017, sticking with a core look and feel at each event, but still allowing for inclusion of local content.

The Copperbox Arena does offer a complete blank canvas in terms of event design, and stakeholders would like to appoint a dynamic production and sports presentation partner that proposes exciting presentation content to enhance our core specification.

Stakeholders are open to new presentation ideas that take Taekwondo to a new level.

As part of your overview proposal and any summary, we do welcome other different and inspirational ideas to present our sport.

2.1.1 Main Backdrop and Athlete Entrance – Drape 1

(Appendix 2 – Slide 3)

This main arena focal point will act as a separator between the field of play and back of house functional areas, and the suspension point for large public screens and LED panels. It will also serve as the main “show” entrance for participants onto the field of play.

Production candidates are invited to quote for the supply, installation and management of:

- ❖ Black Drape line suspended from truss- Minimum width 36 metres x 7 metres height
- ❖ LED Star-cloth overlay to cover full width
- ❖ Connecting LED Video panels - to construct a 7 metre wide x 2 metre high single Video board - (To include computer control system, specialist engineer and rigging kit).
- ❖ 2 x featured “show” entrance doorways for participants with feature lighting / spots
- ❖ Back panels for show entrances (so that you cannot see through into backstage areas)
- ❖ One undressed athlete doorway for athlete exit (via mixed zone)
- ❖ 2 x Projection Screens (Minimum 3 metres high x 5 metre wide) suspended from main truss**
The production partner may also be asked to mount PVC banner branding onto this backdrop
- ❖ 2 x 1.2m by 1.2 m raised decks (200mm height approx) for athletes to stand upon as they enter arena. (Our carpeting provider will cover these small decks)

**Host Broadcast Hardware

Production candidates are invited to quote for the supply, installation and management of:

- ❖ 2 x Projectors to display content onto the giant screens (Item 2.1.1 above).

Projectors should be flown on none vibrating truss at an appropriate distance from the screens and have sufficient strength to effectively display live imagery.
(Suggested minimum 15'000 lumens)

Additional equipment

- AV Control rack including Switcher and monitor.
- These screens should be able to show the same content on both screens or separate content by means of a switcher.
- These projectors should be cabled (using Fibre Optic HD cable) back to the host broadcast position.

Note: Production partners will be responsible for providing all hanging points within the venue and submission of a detailed loading plan. Please ensure any quote includes this provision. Proposers are asked to consider cost effective options in design that minimise the number of trusses / hanging points required by combining drape, lines, lighting, sound and display assets onto single trusses.

2.1.2 Drape Line 2

(Appendix 2 – Slide 1)

The field of play will be enclosed on two sides by pull out tiered seating blocks provided by the venue. These will form a physical and visual barrier, creating atmosphere with a bowl effect wrap around design. The third side of the field of play will be used for competition management, production, broadcast, media, VIP's and officials. All these areas will be “behind” broadcast camera sight lines.

To create and enclose these functional areas, an additional drape line is required.

- ❖ Drape 2 – Approx 58 metres at a minimum height of 7 metres (to adjoin main drape 1)
- ❖ Two undressed entrances/ exit for broadcast / production and referee access to back of house area.
- ❖ One undressed entrance/ exit for VIP access.

FLATTAGE

As shown on **Appendix 2 – Slide 1 (Purple vertical lines)**, there is a requirement to further separate some functional groups as described below (marked –items 2.1.3 – 2.1.4) by means of black “flattage” panels, without impacting significantly on critical sight lines of the field of play, especially for officials and media. Approximate overall distance is 12 linear metres at a height of 1m.

Production candidates are invited to quote for the supply, installation and management of these partial separation sections and/or suggest creative alternatives to achieve this requirement.

2.1.3 Production and Broadcast area

This area will be for the shared use of your production team and the host broadcaster.

This area will be at ground level and will be provided with tables and chairs.

As part of your proposal, please specify the following:

- The minimum space required to accommodate your production suite.
- How many tables and chairs (you will be required to dress these tables appropriately).

Please note – all production and broadcast connections and cabling should be tracked back to this distribution position in a safe and acceptable manner.

2.1.4 Competition Management, Officials, Media & VIP’s area

A tiered competition management seating and workstation area is to be created for technical officials, sports presentation, broadcast, media & VIP’s who need close access and good views of the field of play. It is proposed to use a raised deck platform system over 3 levels to achieve this as follow:

- Raised Level 1 - Tables and seating for 28 persons
(Tables to be dressed in black cloth and supplied with 2 x 4 gang power)
- Level 2 - Media - Tables and seating for 8 persons
(Tables to be dressed in black cloth and supplied with 2 x 4 gang power)
- VIP – Decked area with space for 2 rows of 25 banqueting style chairs
- Level 3 - Tables and seating for 13 persons
(Tables to be dressed in black cloth and supplied with 2 x 4 gang power)
- VIP – Decked area with space for 2 rows of 15 banqueting style chairs

Production candidates are invited to quote for the supply, installation and management of this functional area including steps and safety panels (to ensure workstation/tables/ people do not drop forwards off the platforms).

Please specify the total footprint size and suggested deck height levels on your proposal. If you can suggest alternative or more cost effective ways to create these functional areas, please include in your proposal.

The event can supply the tables and chairs needed.

The event can arrange for these areas to be carpeted by the flooring contractor following installation.

Please note – a broadcast camera tower of approximately 5 metres in height will be positioned within this seating area as shown on the plan and a gap of 2.4m x 2.4m has been allowed for this item. (supplied and installed by the host broadcaster)

2.1.5 Accreditation Centre & VIP Lounge

Appendix 2 – Slide 4 & 5

Using an existing studio, which has its own entrance into the venue – the hosts need to create a dual purpose space capable of serving as an accreditation centre throughout the build-up and open days of the event as well as a VIP room (on the 4 competition days) with comfortable surroundings and furniture serving teas / refreshments etc.

To achieve this – there is a requirement to effectively “split” the room with a tripod mounted drape line at a minimum height of 3 metres and approximate length of 15 metres with a temporary doorway facility in the drape (that can be pulled back / returned to a flat wall)

The space will also require the following IT equipment to allow the hosts to make presentations, play background music and show VT content as needed:

- ❖ Sound system with roving microphone unit (also capable of playing music and amplifying a sound feed from a TV, DVD or laptop unit)
- ❖ Projector Unit capable of projecting image onto large screen / wall at a distance of 5 metres away.
 - (Projector needs to be mounted at a height of 3 metres so that the mount stands behind the drape line and is aesthetically tidy, with the projector itself standing above the drape)
 - Power and connections to a laptop.

In addition to the above, production partners are invited to suggest other ways to enhance the look and feel of the main VIP space, possibly using uplighter's, temporary wall coverings, flowers etc. A separate itemised cost is requested for these enhancement suggestions, to agree at a later stage. The event will supply all tables, chairs and furniture.

2.1.6 Lighting

The event will have two very distinct formats each day as previously described.

For the morning and afternoon sessions, three competition areas (5 for Day 1 Para) will be in use simultaneously. The main house lighting will be sufficient for these sessions.

(There will be no specific “show” requirement for these sessions apart from opening intros and closing music with in venue presenter comment at times.)

The evening sessions, with the focus on one main central “show court” requires a centrally mounted (box truss style) lighting system that creates a showpiece finale to broadcast lighting standards. In addition, we have previously used 12 x 1 metre High Output LED Batten lights to create red & blue lighting effects and would like to continue with this option.

We also require spot / follow on lighting - as athletes enter the arena through the doorways mentioned above.

Note: As this is a winter event – the venue should also be in relative darkness for the evening shows.

Production candidates are invited to submit detailed proposals and quote for the supply, installation and management of a cost-effective venue lighting system that will successfully provide these two elements on a limited budget with creative and multiple use of the same lighting assets

Note: Production partners will be responsible for providing all hanging points within the venue and submission of a detailed loading plan. Please ensure any quote includes this provision.

Proposers are asked to consider cost effective options in design that minimise the number of trusses / hanging points required by combining drape, lines, lighting, sound and display assets onto single trusses.

2.1.7 Mixed Zone - Media Backdrop Lighting

Additional lighting is required to illuminate a small media board (3m x 2m) situated in the mixed zone. This area will be used for athlete interviews and presentations and will feature on broadcast content.

Production candidates are invited to submit detailed proposals and quote for the supply, installation and management of a cost-effective venue lighting system that will successfully provide this element including all cabling and control systems.

2.1.8 Audio

Production candidates are invited to submit detailed proposals and quote for the supply, installation and management of a cost effective sound system that will successfully broadcast music, live voice content and video sound output to the two main seating blocks within the venue.

The main field of play will be surrounded on 3 sides by spectator / VIP seating and an audio distribution plan should be developed to effectively serve these groups and also act as a general PA system at other times.

All systems should be cabled back to the Production and Broadcast positions, with the ability to distribute audio content from both parties available.

Note: Production partners will be responsible for providing all hanging points within the venue and submission of a detailed loading plan. Please ensure any quote includes this provision.

Proposers are asked to consider cost effective options in design that minimise the number of trusses / hanging points required by combining drape, lines, lighting, sound and display assets onto single trusses or none intrusive ground based alternatives that do not "blast" spectators at close quarters.

2.2 Production Support Hardware

Taekwondo presentation has become heavily dependent on technology over recent years and there are several areas of this event that require the supply of IT hardware as detailed below:

2.2.1 LED perimeter panels

(As shown in Appendix 2 - Slide 6)

Taekwondo has recently introduced LED perimeter panels to show sponsor messaging and crowd engagement content. This has become part of the standard Grand Prix model and we would require the following minimum specification.

46 x 500mm LED panels (linear lengths 4m + 4.5m + 6m + 4.5m + 4m) including control and specialist engineer.

(We would mount the panels in custom make timber frames on site alongside your engineer)

Production candidates are invited to quote for the supply, installation and management of these panels including all power and cable supply.

2.2.2 Scoreboards



(as shown on Appendix 2 - Slide 7)

Each 14m x 14m ground based competition area requires 4 scoreboards, mounted at set locations onto the timber frame wall surround..

To achieve this, you are requested to quote for the installation and management of the following:

- 12 No. Plasma/LED TV screens **
- Cabling and splitters **
- All power and distribution

There are 3 competition areas, each managed by a single laptop that the event competition management provider will supply.

All screens on each court as detailed above should be cabled back to the main control desk on each competition area and connected to this single laptop enabling the same visual output to be displayed on all screens.

*** Note: Taekwondo currently has 40 inch screens, VGA cable and splitters to achieve the above configuration. Production partners would be required to use these assets and provide power and signal distribution as specified.*

Day 1 -Temporary Scoreboards

(as shown on Appendix 2 - Slide 1 & 7)

For the World Para Taekwondo Championships event on Day 1 only, there is a requirement for two additional competition areas. Each requires 2 scoreboards (TV's) and cabling / power back to a control desk laptop.

To achieve this, you are requested to quote for the installation and management of the following:

- 2 No. Plasma/LED TV screens mounted on a shoulder height stand
- 2 No. Plasma/LED TV screens with a table stand mount (to sit on a desk)
- Cabling and splitters
- All power and distribution

Note: Taekwondo does not have these assets so production partners are asked to supply the screens, cabling and splitters in this instance

These areas will be lifted and all IT removed at the end of Day 1 to allow the installation of the venue (pull out bleacher) seating for the Grand Prix event.

2.2.3 Information screens

(as shown on Appendix 2 - Slides 1,4 & 7)

There is an additional competition requirement to provide information screens in 5 different functional areas around the venue.

Production candidates are invited to quote for the installation and management as follows:

15 Standard Plasma/LED "information" screens

- Existing 40 inch screens**
- all mounted on table stands**
- split into 5 groups of 3 screens – each group displaying the following:
 - ❖ Screen 1 - Upcoming matches
 - ❖ Screen 2 - Results and match updates
 - ❖ Screen 3 - Live content (as output on broadcast or Jumbo screen 1)

Group 1 – Media Centre – (up to 100 metres away from distribution)

Group 2 – VIP – located in the Studio within the venue complex (up to 150m away)

Group 3 - Athlete area – located in the main hall (directly behind drape and production)

Group 4 – Public area – located on the first floor balcony (up to 20 metres away)

Group 5 – Media – located on the Media tribunes (Decked area up to 10 metres away)

All TV's and groups should be cabled back to the Host broadcast position where the broadcast partner will manage, produce / edit / distribute the content.

***Note GB Taekwondo currently has 40 inch screens, plus some VGA cable and splitters to achieve the above configuration. However, within this new venue, additional cabling / boosting solutions may be required to reach the distances specified.*

Production partners would be required to use GB Taekwondo's existing assets and also provide additional cabling/IT as required (as well as providing the power and signal distribution as specified.)

2.3 Ancillary Items & Services

2.3.1 Power cabling

The venue can/ will provide 3 phase power from 3 main distribution points as agreed with the approved production partner, upon submission of an agreed power distribution plan in writing prior to the event. As part of this production tender and in addition to the standard cabling for truss lighting and sound described in the sections above, we would ask you to include the costs of supplying all power cabling from your production position to the areas shown on **Appendix 2 Slides 7 & 8** and providing the venue with an acceptable power distribution plan that fulfils current industry and safety regulations as follows.

Note: Some direct source power points (eg: sockets already in the floor or walls) may be available to use in some areas. Agreement with the venue would be needed prior to using these points.

3 Competition courts

(Appendix 2 Slide 8)

Each competition area will require standard power points to feed the following

- Plasma/LED TV at each corner (4)
- Video camera charger and spare at each corner
- (1 x 4 gang socket extension would serve the above)
- 3 x 4 gang power sockets (on each control table to feed laptops, printer, additional monitors.

Broadcast Area

You will be requested to provide mains power cabling to the Host Broadcast provider position to enable them to run all of their desks, cameras and associated IT.

The host broadcast position is situated alongside the main production position and in the Satellite truck outside.

Production partners will be required to consult with the Broadcast provider to agree a power distribution plan for their needs.

Functional Areas

Please ensure your quotation includes power cabling to the workstation areas mentioned in Items 2.1.4

Additional screens

Please ensure your quotation includes power cabling (if needed) to ancillary area screens as described in Items 2.2.3 (not needed if there are in house wall sockets available).

Media Interview Area

Please ensure your quotation includes power cabling to the Interview area lighting mentioned in item 2.1.7

2.3.2 Power supply

As stated above, the venue requires a full power plan detailing the loadings required and mains connection points necessary to distribute supply to the functional areas described above.

The venue may wish to supply some of the ground level power themselves, using existing floor well sockets. Production partners will be required to work with the venue to agree the most efficient way without the event host incurring unnecessary / further cost.

2.3.3 Rigging

As described in this document, the appointed production partner is responsible for providing all rigging points. Please ensure that your quotation includes all costs associated with this element.

A full rigging point and loading plan must be submitted to the venue and GB Taekwondo's Health & Safety manager for approval before the event.

2.3.4 Access equipment

Please ensure that your quotation includes the full costs for all access and working at height equipment needed to fulfil this production requirement, considering the venue concerned and any unique challenges and restrictions it may have.

All operators must be fully qualified and certified.

2.3.5 Crew & Transport

Please ensure your quotation includes all costs for Crew, any accommodation, subsistence & transport that are required to fulfil your proposal.

From previous experience, we would also request that a technical "trouble-shooter" is on hand for the 4 days of the event to deal with IT and power issues.

2.4 Presentation

Stakeholders are wishing to appoint a Sports Presentation company with exciting proposals to give spectators and participants a memorable and informative experience by creating atmosphere, excitement and urgency within the venue at key times.

Using the production assets detailed above, bidders are requested to design and manage delivery of a music, light and venue presentation plan.

As part of your proposal, please suggest any additional and novel / entertaining ideas that can enhance the audience experience.

To inform your proposals - The event will have two distinct sessions and requirements per day.

Phase 1 - Sessions One and Two **(Appendix 1 – Draft Top Line Production Schedule)**

- Will consist of qualifying rounds of competition across all four competition areas
- Will have a 90 minute lunch break

These sessions will not require significant presentation elements apart from short opening music and light verbal intro's (combined with some broadcast & graphics content as requested)

Phase 2 - Session Three **(Appendix 1 – Draft Top Line Production Schedule)**

- Will consist of semi final and final matches
- Will be televised across domestic TV and Satellite outlets

These daily sessions will require a sports presentation package featuring the following elements

- Music and light intro's for each match
- Athlete entrance intro's
- Between rounds music and light effects
- End of match effects
- End of match interviews and features

Successful candidates will be expected to work with the event director and host broadcaster to create a comprehensive presentation plan covering all aspects and overlap of the event presentation, including:

The creation of intro sequences using light and sound

Coordinated welcome pieces to camera by in venue presenter

Second by second scripting of all display assets and content between matches and rounds.

The creation of atmosphere building set pieces

The delivery of a full music and light plan.

2.5 Compare / Announcer

Sports Presentation bidders are requested to recommend and show costs for an experienced venue sports presenter / announcer, detailing relevant experience and confirming availability.

This person will be expected to undertake all public announcements during the event, deliver session opening pieces, live interviews of key characters and all linking voice content specified above.

Sports Presentation bidders are requested to recommend and show costs for an experienced venue sports presentation producer, detailing relevant experience and confirming availability.

This person will be expected to coordinate all presentation rehearsals and presentation plan implementation, ensuring continuity with broadcast units, activity on cue and overall control of live show content bringing together all presentation and production assets seamlessly.

A full quotation for all of the above services including breakdown is requested.

3. CREDENTIALS

The appointed company should be able to demonstrate the ability to bring significant value to events through innovations in production design, content generation and presentation with skills and expertise in the following areas:

- Understanding the individual and collective needs of event partners, the event and the sport of Taekwondo.
- Working in partnership with event management teams and a variety of stakeholders including NGBs, London Mayor and other public funding agencies.
- Planning, implementation and delivery of comprehensive event production and presentation plans.
- Effective delivery management and demonstration of best practice.

Previous experience of working with Taekwondo would be an advantage but is not essential.

4. CONFIDENTIALITY

All information exchanged between stakeholders and the tendering company is to be treated as confidential until such time as the two parties agree that it may be more widely disseminated.

5. QUOTATION CONDITIONS:

All quotations should include equipment, cabling, connections, technicians and staff.

All quotations should show VAT

All quotations should list any additional / related expenses.

6. TIMESCALES AND PROCEDURES

Tender documents submitted should include:

- A summary on how the company intends to fulfil the brief, including a proposed top line Project Plan from appointment to conclusion of the event outlining all areas of activity.
- Supporting evidence of relevant skills and experience in the company (e.g. list of relevant previous events, projects and references) that will meet the event needs.
- CVs of staff to be employed on the project, their qualifications to carry out the work, individual time commitment to the project and identification of areas which they will be working on.
- Detailed breakdown of all costs related to your proposal.

6.1 Interested companies are requested to submit their tenders to arrive no later than 12:00pm on Friday 7th April 2017. Tenders should be addressed to:

Ian Leafe
Event Director
Taekwondo Events Limited
C/O National Taekwondo Centre
Ten Acres Lane Sports Complex
Ten Acres Lane
Manchester
M40 2SP

Or Email: ian.leaf@gbtaekwondo.co.uk

6.2 Stakeholders will inform all companies whether or not they are shortlisted by Friday 14th April 2017.

Interviews, if needed, would take place W/C 17th April.

6.3 The successful company will be expected to begin consultation work immediately.

6.4 Event representatives will be available to answer any queries between now and the submission of your tender.

6.5 Stakeholders reserve the right not to appoint any of the tenderer's should it is felt that none of the tenderer's sufficiently meet their requirements.