**COMPETITION VENUE NAME**

**EA Office (Room name) to accommodate a max of 10 people from Saturday [1 week before event] Month to Sunday [week of event] Month YYYY**

**1 network laser-printer with drivers**

1 photocopier (high speed with sorter, 25 copies/min.) - **can be shared with LOC**

**Broadband Internet connection in order to connect several computers (preferably DSL or cable lines). Network switches (min 4 port) and Ethernet cable.**

|  |
| --- |
| Selection of stationery including: |
| 1 stapler / supply of staples |
| 1 hole punch |
| 1 pair of scissors |
| Supply of pens |
| 1 roll of duct tape |
| 1 waste paper basket |
| Supply of notepads |
| 2 packets of plain A4 white paper |
| Electrical multi plugs & extension leads |

**VIP Hotel (Hotel name)**

**EA Office (Room name) for a max of 10 people from Saturday [1 week before event] Month to Sunday [week of event] Month YYYY**

1 network laser-printer with drivers

Broadband Internet connection in order to connect several computers (preferably DSL or cable lines). Network switches (min 4 port) and Ethernet cable.

**Meeting room (Room name)**, boardroom style for max. 15 pax, next to the European Athletics Office, **from Wednesday [week of event] to Sunday [week of event] Month YYYY**

**OTHERS**

A working place should be foreseen for the European Athletics Communication staff in the LOC Media room.

A working place should be foreseen for the European Athletics Competition staff in the room of the Technical Delegates. Such room being as close as possible to the LOC Competition Office, Timing & Data processing room and TIC.

As of Month YYYY