

WELCOME BAG GUIDELINES

November 2020

Introduction

Welcome bags are nice souvenirs for the attendees to bring back home from any major European Athletics event.

Who

Welcome bags are given to the following groups:

- EA Officiating Persons
- Officials
- Volunteers

It is up to the LOC to add welcome bags to any additional participant groups.

What

The content of the welcome bags could vary from group to group as the information included could be different. All items to be placed in the welcome bags must be specifically approved in advance by European Athletics.

Quantity

	European Athletics Championships	European Athletics Indoor Championships	European Athletics Team Championships	SPAR European Cross Country Championships	European U23, U20, U18 Championships	Other events
EA Officiating Persons	30	20	20	2	25	optional
Officials	~ 400	~ 150	~ 150	~ 90	~ 200	optional
Volunteers*	~ 2500	~ 850	~ 300	~ 250	~ 300	optional

*Based on the number of volunteers for the event

It is the LOC responsibility to order the number of bags in sufficient quantity for each category. When estimating the quantity of bags, the European Athletics Event Management System registration figures should be considered. The final numbers are thought to be approved by European Athletics.

It is the LOC responsibility to define the needed welcome bag quantities to any additional participant groups.

Where

Welcome bags are distributed upon guest arrival at the respective Accreditation centre or at the information desk in the respective hotel.

The exact process needs to be detailed in the Clothing and Welcome bag plan.