



Comité international  
des Jeux de la  
Francophonie



# SPECIFICATIONS OF THE CREATIVE DANCE COMPETITION

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« This document is a courtesy translation. In case of doubt, please refer to the original document written in French »

### List of abbreviations:

**OIF:** International Organization of La Francophonie;

**CIJF:** International Committee of the Francophone Games;

**CNJF:** National Committee of the Francophone Games.

## 1. Introduction

This specification identifies the requirements in terms of equipment, human resources, technology and infrastructure. General Rules and specific Rules are established for each competition.

## 2. Responsibilities and obligations of the CNJF

The National Committee of the Francophone Games (CNJF) mission is to organize the Francophone Games in accordance with the rules established by the International Committee of the Francophone Games (CIJF), by managing the following:

- reception, accommodation and catering;
- local transportation;
- media center;
- events, including opening and closing ceremonies;
- medical service;
- security;
- insurance on the territory;
- promotion of the Francophone Games on its national territory;
- accreditation;
- ticketing;
- Games protocol.

The CNJF must provide infrastructure and technical equipment that meet international standards. The CNJF must provide qualified human resources for the supervision of cultural sites and competitions.

### a. Technical manual

A technical manual for the Creative Dance competition will be published two months before the Games in addition to the program by the Creative Dance Competition Manager.

### b. Installation

The CNJF is responsible for:

- Setting up the teams;
- Technical installations.

### c. Catalog

A catalog regarding all artistic disciplines will be published at the end of the Games.

This catalog must be, in digital version, illustrated with high-definition visuals. It will be a promotional and reference tool for the Francophone Games and for artists.

The same grid should be applied to all disciplines and artists in order to ensure uniformity and clarity.

This catalog will include an introduction presenting the cultural aspect of the Games in the host State or government given by the authorities of the International Organization of La Francophonie (OIF)/CIJF in Paris and those of the host State or government. It will then be divided into various sections, covering all the artistic disciplines represented in the host State or government.

The recruitment of a graphic designer and a photographer is necessary for the edition of this catalog.

### 3. General characteristics of the infrastructure

For the running of the competition, the provision of:

- A performance hall with a capacity of approximately 1,000 seats;
- A stage equipped with a floor and a dance mat with minimum dimensions of 12 m in width, 12 m in depth and 9 m in height under the fly bars or trusses.
- A large projection screen;
- Furnished dressing rooms with toilets and showers to accommodate at least 10 artists;
- A pool of technical equipment (sound, lighting, audiovisual) meeting modern standards.

#### **The stage**

The stage characteristics are as follows:

- Minimum opening width of 12m at the frame level;
- Minimum depth of 12m excluding the proscenium;
- Minimum height under fly bars of 9m;
- Stage equipped with a fly bar every 60 cm throughout its depth;
- Large projection screen at the back of the stage;
- Mandatory computer-controlled or counterweighted rigging system;
- Complete set of stage curtains for an Italian or German masking setup (black legs);
- Borders, backdrop, and front curtain;
- Possibility of 5 sets of legs if using an Italian masking setup;
- Direct access to the stage or unloading dock;
- Mandatory backstage crossover from stage right to stage left;
- Dance floor covering the entire stage surface.

#### **Dressing rooms**

6 easily accessible dressing rooms, located near the stage, capable of accommodating a group of 10 people equipped with toilets and showers with hot and cold water, air conditioning or heating, refrigerators, beverages and snacks for the artists.

#### **Stage design workshop**

A technical workshop located near the performance hall, dedicated to storing technical equipment, stockpiling scenography elements for performances before, during and after the show.

#### **Rehearsal and Dance Workshop Room**

Large rehearsal spaces (each with an area exceeding 140 m<sup>2</sup>), equipped with a suitable floor and dance mats.

### 4. Specific technical requirements

#### a. Equipment (lighting, sound system, video, stage, indoor or outdoor spaces)

- Lighting:
  - 10 moving head effect projectors (LED).
  - 10 Wash controlled projectors (LED).
  - 10 special effects projectors.
  - 10 projectors type: Juliat 714S.
  - 10 projectors type: Juliat 614 SX?
  - 10 projectors Fresnel 2 KW.
  - 20 projectors PC 1 KW.

- 20 projectors PAR à LED.
- Adapted light console type: GrandMa 2.
- Necessary and sufficient wiring.
- Minimum independent electrical power: 125A three-phase + T+ N.
- Emergency generator in operation, mandatory.
- Sound system:
  - Room-specific broadcasting equipment type: L-Acoustics.
  - Musicians' return equipment type: Hear Monitor.
  - Front and return console type: Yamaha CL5.
  - Adapted microphone kit.
  - Wired and wireless multi-station intercom system.
  - Necessary and sufficient wiring kit.
  - Minimum independent electrical power: 32A three-phase + T + N.
- Video:
  - 2 video projectors 20,000 lumens type: Barco or Christie;
  - Adapted and efficient computer system. New equipment.

## b. Artists specific needs

In order for artists to prepare and perform optimally, they will need:

- A scenographer and stage accessories to be built on site;
- A tailor + sewing machine to fix and alter costumes;
- A rehearsal space equipped with dance floors and mirrors so that they can continue practicing before their appearance at the competition;
- A quality lighting and sound system to broadcast their music clearly and powerfully during their performance;
- Dressing rooms or preparation and changing areas, before and during the show.

## c. Other equipment

Light and sound in rehearsal rooms and dance workshops:

- Lighting equipment (good brightness) suitable for the room;
- Sound broadcasting equipment adapted to the room.

# 5. Jury requirements

The meeting room must be equipped with:

- 1 big table, 10 seats;
- 1 desk with 1 computer + internet connection;
- 1 color printer with papers;
- Notebooks or digital tablets, paper, ballpoint pens, evaluation sheets;
- Reserved seats for Jury members in the performance hall;
- Beverages, cups, trash bins;
- Cars.

In order to ensure a professional and fair evaluation of the participants' performances, the Jury will need the printout of the technical file and the evaluation sheet for each group and show in competition. (statement of intent for the show, distribution, duration, biography of the

choreographer, etc.).

## 6. Needs in terms of human resources

The CNJF must hire all the staff necessary for the smooth running of the competition, both on a technical level and in terms of reception.

The CIJF recommends respecting gender equality.

The Cultural Competitions Commission is composed of:

- 1 President;
- 1 Vice-President;
- 1 Rapporteur;
- Members in charge of cultural competitions including those of the Creative Dance competition.

They must:

- Coordinate, supervise the activities and management of the site chosen for their discipline and keep the President of the commission informed through regular reports in order to ensure proper follow-up of decisions taken during meetings;
- Identify the chosen site and take stock of the chosen locations and their infrastructure.

The operational technical team for the Creative Dance competition is made up of a manager and:

- 1 Site manager;
- 1 Technical Director for the Creative Dance competition venue. The latter is responsible for preparing, organizing, and overseeing all human and material resources necessary for the setup and technical management of the venue or performance space;
- 1 Manager responsible for supervising the holding of the workshops-meetings;
- 1 Presenter;
- 1 Secretariat;
- 1 team for public welcoming and related activities;
- 1 Communication Officer and 2 assistants;
- 1 Catalog Manager;
- 1 Photographer;
- 1 General and stage manager;
- 1 Sound Director;
- 1 Lighting Director;
- 2 Electricians;
- 2 Machine Operators;
- 1 Video Director;
- 1 Dresser;
- 1 Makeup Artist;
- 1 Tailor;
- 1 Scenographer;
- 3 Handlers and 2 assistants;
- 3 Carpenters and 2 assistants;
- 2 Cleaning Teams;
- 1 Security Team;
- 3 Paramedics;

- 6 Volunteers;
- 2 Drivers.

Create a table with everyone's contact details (telephone numbers and email addresses). Provide mobile phones (number to be determined).

Provide training for volunteers (contracts with art and communication schools).

## 7. Proposal of methodology and deliverables return

### a. Operational plans

Establishment of a cultural commission responsible for overseeing the proper functioning of activities related to the Creative Dance competition:

Requirements:

- Develop a realistic action plan;
- Design the program and schedule of the Creative Dance competition;
- Provide adequate and high-quality technical equipment;
- Ensure the setup and provision of necessary materials at the selected venue;
- Establish an agreement with the venue's management;
- Plan the arrangement of spaces or rooms for the juries;
- Assess the need for volunteers;
- Develop a training plan for the different teams;
- List the members of the competition technical team;

### b. Information to be communicated to States and governments

- Selected site and location in the host city;
- Technical sheet of the selected site;
- Customs formalities and documents if needed;
- Lists of proposed stage sets;
- The technical manual of the Creative Dance competition;
- Reminder of dates and calendar to respect.

## 8. Retro planning

- Approval of the selected site and its development: - 28 months;
- Receipt of detailed technical sheets for all disciplines: - 28 months;
- Final list of commission members: - 24 months;
- Equipment inventory: - 24 months;
- Submission of preliminary provisional program: - 24 months;
- Call for tenders: - 20 months;
- Training of commission members and staff: - 18 months;
- Acquisition of equipment: - 6 months;
- Submission of the final program: - 6 months;
- Final site visit by representatives of participating Member States and Governments: - 6 months;
- Technical simulation period (equipment tests): - 6 months;
- Production of the technical manual: - 4 months;
- Evaluation of members training: - 3 months;

- Publication of the technical manual: - 2 months;
- Publication of the final program: - 2 months;
- Reception of sets and stage elements if necessary: - 15 days;
- Dismantling of sets and stage elements: at the end of the Games;
- Catalog of cultural competitions: after the Games, digital version.

## 9. Final remarks

- It is mandatory to comply with the specifications and rules related to the Creative Dance competition;
- It is required to ensure the success of the Creative Dance competition, promote it and set up a quality communication campaign in order to make it one of the Games highlights and a springboard for artists.



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