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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 Singing competition will be published two months before the Games in addition to the program by the Singing Competition Manager.

### b. Arrangement

The CNJF is responsible for:

- Teams set up;
- Technical arrangements.

### 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

- Front-facing room with bleachers or chairs;
- Minimum 1000 seats capacity;
- Access for artists' vehicles, delivery access for equipment and public access;
- Dimensions:
  - From the back of the room to the front stage: 12 meters minimum;
  - Width at maximum frame opening: 8 meters minimum;
  - Headroom: 6 meters.
- Circulation:
  - Possibility of circulation on stage/ auditorium;
  - Possibility of circulation right side of the scene/ left side of the scene off stage (to facilitate the numerous entries and exits of the groups and facilitator);
  - Flat stage floor.
- Stage/floor height of the room: 1 meter minimum;
- Drapery: 1 front curtain minimum;
- Several dressing rooms spacious enough to accommodate several artistic teams simultaneously + drinking cups, trash cans and toilets nearby;
- A "foyer", a room or office in the immediate vicinity of the room for the Jury to meet before and after each session.

### 4. Specific Technical Requirements:

#### a. Equipment

- Sound and light control in the middle or in the back of the room and stage control behind the scenes;
- Memory organ play for the lighting;
- Mixing console and front-mounted broadcast system, adapted to the size of the room;
- Technical structure (grid, walkway, poles);
- Sufficient electrical power.

#### b. Specific equipment's for artists

Upon receipt of the technical sheets from the participating groups, the person in charge must ensure that the requested equipment is available and if not, rent additional equipment.

A rehearsal room will be available upon the arrival of the competitors until the competition final; this room may be located elsewhere than in the venue, but must be easily accessible to artists.

## 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 paper;
- Notebooks, paper, pens, scorecards;
- Drinks, cups, trash bins;
- Cars.

## 6. Human Resources Requirements

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 singing competition.

Those 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 singing competition is made up of a manager and:

- 1 site Manager;
- 1 person in charge of the Singing competition;
- 1 Animator;
- 1 Secretariat;
- 1 team for public welcoming and related activities;
- 1 Communications Officer and 2 assistants;
- 1 Catalog Manager;
- 1 photographer;
- 1 Location Manager;
- 1 Stage Manager;
- 1 Sound and light Manager and 2 assistants;
- Technicians;
- 3 Electricians and 3 assistants;
- 3 Handlers and 5 assistants;
- 3 Carpenters and 5 assistants;
- 2 Cleaning Teams;
- 1 Guard Team;
- 3 Paramedics;
- 6 volunteers;
- 2 Drivers.

Create a table with everyone's contact details (telephone number and email address);  
Provide mobile phones (number to be determined);  
Provide training for volunteers (contacts with art and communication schools).

## 7. Proposal of methodology and deliverables return

### a. Operational plans

Establish a cultural commission responsible for monitoring the proper functioning of activities related to the Singing competition

Requirements:

- Design a realistic action plan;
- Design the programming and running of the competition;
- Provide adequate and quality technical equipment;
- Ensure the layout and needed equipment of the chosen site;
- Establish an agreement with the people in charge of the chosen location;
- Plan the layout of the room for the Jury;
- Prepare a report on the needs in terms of volunteers;
- Develop a training plan for the different teams;
- List the technical team for the competition.

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

- Selected site and location in the host city;
- Technical sheet of the selected site;
- Customs documents;
- Lists of proposed equipment;
- Equipment insurance value document to be completed by the artist;
- Technical manuals;
- Reminder of dates and calendar to respect.

## 8. Retro planning:

01. Site approval and development: - 28 months;
02. Receipt of detailed technical sheets for all disciplines: - 28 months;
03. Final list of commission members: - 24 months;
04. Equipment inventory: -24 months;
05. Transmission of preliminary provisional program: - 24 months;
06. Calls for tenders: - 20 months;
07. Training of commission members and staff: - 18 months;
08. Acquisition of equipment: - 6 months;
09. Transmission of the final program: - 6 months;
10. Final site visit by representatives of participating Member States and Governments: - 6 months;
11. Technical simulation period (equipment tests): - 6 months;
12. Production of the technical handbook: - 4 months;
13. Evaluation of members training: - 3 months;
14. Publication of the technical manual: -2 months;
15. Publication of the final program: - 2 months;

16. Reception of sets and stage elements if necessary: - 10 days;
17. Dismantling of sets and stage elements: at the end of the Games;
18. 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 Singing competition;
- It is required to ensure the success of the Performing Arts competitions, promote them and set up a quality communication campaign in order to make the competitions one of the Games highlights and a springboard for artists.

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