



Comité international
des Jeux de la
Francophonie



SPECIFICATIONS OF THE TALES AND STORYTELLERS' 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 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 Tales and Storytellers competition will be published two months before the Games in addition to the program by the Tales and Storytellers Competition Manager.

b. Scenography, installation

The CNJF is responsible for:

- The scenography;
- The teams set up;
- The organization of the Tales and Storytellers Workshop.

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

Auditorium:

- 150 persons capacity;
- Opening: 8m;
- Depth: 6m;
- Height under fly bars 6m;
- Stage equipped with fly bars.

4. Specific Technical requirement

Lighting:

- 10 PC projectors 1 KW;
- 10 PC projectors 500w;
- Sirius 24 light console;
- Sufficient cabling;
- Minimum independent electrical power: 63A + T+ N;
- Emergency generator in operation, mandatory.

Sound:

- Room-specific broadcasting equipment type: L-Acoustics;
- Musicians return equipment type: Hear Monitor;
- Front and back console type Yamaha CL5;
- Microphone Shure SM58-LCE;
- Wired and wireless multi-station intercom system;
- Necessary and sufficient cabling kit;
- Minimum electrical power: 32A tri + T + N.

Video:

- 1 video projector 10,000 lumens type: Barco or Christie;
- Adapted and efficient computer system. New equipment.

Stage:

- 8m minimum opening;
- 6m minimum depth;
- Height under fly bars 6m minimum;
- Stage equipped with a fly bar every 60 cm throughout its depth;
- Mandatory computerized or counterweighted fly system;
- Italian or German style masking;
- Direct access to the stage;
- 2 easily accessible dressing rooms, close to the stage;
- Catering + drinks for artist in the dressing room;
- Mandatory backstage crossover from stage right to stage left.

Headset microphone

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, paper, Ballpoint pens, evaluation sheets;
- Beverages, cups, trash bins;
- Cars.

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 Tales and Storytellers 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 Tales and Storytellers competition is made up of a manager and:

- 1 Site manager;
- 1 Tales and Storytellers competition manager;
- 1 Presenter;
- 1 Secretariat;
- 1 team for public welcoming and related activities;
- 1 Communication Officer and 2 assistants;
- 1 Catalog Manager;
- 1 Photographer;
- 1 Location Manager;
- 1 Stage Manager;
- 1 Sound and light Director and 2 assistants;
- Technicians;
- 3 Electricians and 3 assistants;
- 3 Handlers and 5 assistants;
- 3 Carpenters and 5 assistants;
- 2 Cleaning Teams;
- 1 Security Team;
- 3 Paramedics;

- 6 Volunteers;
- 2 Drivers;
- Maintenance / Cleaning.

Create a table with everyone's contact details (telephone numbers and email addresses). 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

Setup of a:

- cultural commission responsible for overseeing the proper functioning of activities related to the Tales and Storytellers competitions.

Requirements:

- Design a realistic action plan;
- Design the programming and running of the Tales and Storytellers 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 arrangement of spaces and/or rooms for the juries;
- Prepare a report on the needs in terms of volunteers;
- Develop a training plan for the different teams;
- List the different technical teams for the competitions.

b. Information to be communicated to States and governments

This information should be included in the technical manual sent 2 months before the Games:

- Selected site and location in the host city;
- Technical sheet of the selected site;
- Customs formalities documents (if necessary);
- Lists of equipment proposed for the competition;
- Insurance value document to be completed by the artist;
- Technical manuals of the Tales and Storytellers 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;
- Calls 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: - 10 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 Tales and Storytellers competition;
- It is required to ensure the success of the Tales and Storytellers 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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