The BWF is happy to receive bid documents which are electronic – such as PowerPoint Presentations – or hard copy paper based bound booklets and documents.

世界羽联很高兴收到电子版（比如PPT）或纸质的赛事举办地竞标相关文件。

However, as a minimum, a Member Association wishing to host a BWF Major Event must complete the form below.

但前提是，有意举办世界羽联主要赛事的会员协会必须填写一下表格。

Please complete and email to the BWF with a covering letter from the Member Association.

请完成并电邮至世界羽联邮箱，包括会员协会的附函。

|  |  |
| --- | --- |
| BWF Event Name / Year you are applying to host.  BWF赛事名称/申办赛事的年份 |  |

**1. ASSOCIATION CONTACT DETAILS协会联络资料**

|  |  |
| --- | --- |
| BWF Member Association making application 欲申请举办赛事的会员协会名称 |  |
| Name of Contact联络人姓名 |  |
| Title (eg Secretary General) 职称（如秘书长） |  |
| Email Address 电邮地址 |  |
| Phone Number 固定电话号码 |  |
| Fax Number 传真号码 |  |
| Mobile Phone Number 手机号码 |  |
| Address 地址  Other Contact information,  if any.（其他可提供的联络信息） |  |

**2. GOALS FOR HOSTING THE EVENT, “A GOOD FIT”, DEVELOPMENT, LEGACY, MOTIVATION.举办赛事的目标，适合办赛理由，发展，羽毛球故事/历史，动机。**

|  |  |
| --- | --- |
| What are the goals for your association in bidding for the Event? 办赛目标  Why are you doing it? 为何要举办  What do you want to achieve by bring the Event to your region? 通过举办比赛，您希望达到什么目标 |  |
| How does this Event ‘fit’ into other regional events? 这个赛事是否与其他区域性赛事相适应？（是否有冲突）  Is there a good ‘fit’ with these and other factors? 是否对其他区域性赛事产生积极的影响？ |  |
| Explain how this Event would assist in regional development – of players, of event management skills, of management knowledge.  请解释赛事将如何协助区域羽毛球运动员，赛事管理技巧和管理经验的发展。 |  |
| What will be the legacy – for your national association and for the region / continent?  什么会成为举办地的羽毛球故事-举办的国家/地区的协会已经区域/洲？  List the main legacies you wish to achieve?  请列明希望通过举办赛事留下的历史/故事。 |  |

**3. STADIUM AND OTHER MAJOR ASPECTS 场馆以及其他方面**

|  |  |
| --- | --- |
| City Proposed  (or nearest) 举办赛事的城市（或最近的地方） |  |
| International Airport Proposed预计的国际机场 |  |
| Name of Stadium Proposed 预计举办赛事的场馆名称 |  |
| Size of Area available for courts (metres) 可使用的场地大小（米） | m x m |
| Anticipated number of courts 可使用场地数量 |  |
| Has badminton been played there before? 是否有羽毛球比赛在此场馆举办过 (List main events)（请列出去主要赛事） |  |
| Height of hall at lowest point over playing area 场馆场地净空的高度 |  |
| Seating Capacity (permanent)固定座位数量 |  |
| Intended additional seating capacity (temporary) 临时可增设的座位数量 |  |
| Is there air conditioning? 是否有空调？  Does this affect air movement over the field of play? 是否会影响FOP的风向 |  |
| What are the sizes of the three largest rooms within the stadium (typically used for media centre, VIP hospitality and secretariat function) 场馆内最大的三个房间大小（主要为了媒体中心,VIP和秘书处功能房） | 1. m x m |
| 2. m x m |
| 3. m x m |
| What other relevancy facilities are there at the stadium? 场馆内还有其他什么相关设施  (eg: restaurant, space for exhibitors in foyer, weight-training facilities, swimming pool) （比如餐厅，展区空间，力量训练设施，游泳池） |  |
| What range of hotel accommodation will be provided? State maximum prices per room in USD$$ (inclusive of all local taxes and breakfast) on a twin-shared basis. The Host must be able to contractually commit to these maximum prices. 官方酒店的价格区间，请以美金计价每房间-双人房最高价格（包括所有本地税和早餐。举办方必须以合约制遵守这些最高价格。 |  |
| Can there be three or four beds to a room?  (if so, indicate likely cost) 是否有3-4床房（如果有，请提供上述描述的价格） |  |

|  |  |
| --- | --- |
| Is there a possibility of self-catering accommodation?  (if so, give details) 是否有自炊式房间?（如有，请提供详情） |  |
| What system of hotel booking will be used? Will deposits be required in advance, and if so, what will be the refund possibilities for early departure or cancellation?  酒店预订制度是什么？是否会先收定金，如果是的话，如果提早离开会取消的话，退款的规定是什么？ |  |
| How long would a bus journey take from the intended tournament hotel(s) to the venue (state worst and best, if variable)官方酒店到赛事的车程需时多少？（请详述最长和最短时间，如有不同的话） |  |
| Which international airport(s) will participants be met at? What is the proposed method and duration of transfer from each airport to the hotels to be used?参赛运动员及官员等在哪个（些）机场集合？从机场到酒店的车程为多久？ |  |
| Please supply typical climatic figures  (humidity levels, minimum & maximum temperatures and general weather)请提供办赛期间气候数据（湿度，最低&最高温度和大致天气） |  |
| What assistance can be given with visa?  签证问题上将给予什么协助，请列明 |  |
| What commitments can be made regarding the entry of players from all BWF Member Associations to the Event?  给赛事所有会员协会的运动员的承诺有哪些？ |  |
| Who will be the Guarantor? 谁是赛事的担保人？ |  |

**4. BWF WORLD SENIOR FESTIVAL (only in connection with bids for World Senior Championships)**

**(If bidding to stage the BWF World Senior Festival alongside the World Senior Championships please complete section below). BWF世界老将活动（仅与世界老将赛举办竞标有关）**

|  |  |  |
| --- | --- | --- |
| Concept and objective for World Senior Festival? 世界老将盛会的概念和目标 |  | |
| Additional legacy outcomes?  有何附加的举办赛事所留下的经验/影响 |  | |
| Proposed Venue and location (if not the same as for the World Senior Championships). 预计赛事场馆和位置（如果与世界老将赛不同） |  | |
| Size of Area available for courts (metres) 可用场地大小（米） | m x m | |
| Anticipated number of courts 可使用场地数量 |  | |
| Has badminton been played there before? (List main events)是否有羽毛球比赛在此场馆举办过吗？（请列出主要赛事） |  | |
| Height of hall at lowest point over playing area场馆场地最低点的高度 |  | |
| Seating Capacity (permanent)固定座位数量 |  | |
| Is there air conditioning? 是否有空调  Does this affect air movement over the field of play? 是否会影响FOP的风向 |  | |
| Additional Hotel offerings? 是否有附加的酒店服务 |  | |
| Additional Transport offerings?是否有附加的交通服务 |  |

**5. BUDGET 预算**

It is important that you submit your first draft budget using the format below. If you are awarded the BWF Event (and where specified on part of the final agreement), you will also be required to report your accounts in this same format or in another agreed format.

提交下面的预算初估表是十分重要的。如果被BWF授予赛事举办权（预算为最后合约的一部分），你将提交相同格式或者其他双方共同协议的格式的预算表

Please use US$ where possible, but if you require or prefer to budget and account in another currency, please state clearly the currency proposed.

**请尽量使用美金，如果希望用其他货币，请清晰在下面字段写清楚。**

|  |
| --- |
| Currency货币: |

**INCOME 收入**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Note 批注** | **Budget 预算** | **Your Comment 说明** |
| Ticket Sales 售票 | 1 |  |  |
| Sponsors 赞助商 | 2 |  |  |
| Local, state or national government support 当地或政府支持 | 3 |  |  |
| Programme sales and advertising 秩序册相关销售和广告 | 4 |  |  |
| Other (specify)其他（请指明） | 5 |  |  |

|  |  |
| --- | --- |
| Note | Comments 说明 |
| 1 | Indicate the basis for arriving at your budget. For example: " 3 days of 1000 crowd at USD$3, plus 2 days of 2000 crowd at USD$4: Total USD$25, 000". Supply net figures (i.e. after taxes and any selling costs excluding general promotion)  请指明达到预算的基准。比如：3天1000人的单价为3美金，加上2天达到2000人的单价4美金：总共25,000美金。请提供净值（例：税后，任何不包括宣传的销售成本）。 |
| 2 | Indicate how you arrive at this figure and on what past experience you are drawing. For example: " 4 sponsors taking 3 A-boards each at a cost per sponsor of USD$$10,000: Total USD$$ 40,000. We charged USD$ 5000 per sponsor for same rights at recent tournament and in same hall"  请指明如何达成上述预算数字以及凭借过去的经验。比如：每赞助商3个A板，共4个赞助商，每赞助商10,000美金，共40,000美金. 根据近期在同个场馆赞助商享有同样权力的情况下，主办方收取每赞助商5,000美金。 |
| 3 | Indicate if this sponsorship will be in kind (e.g., welcome reception): in cash (eg USD$$ 20,000): or as a loss guarantee (eg will meet deficit on local costs up to a maximum of USD$$ 50,000).  请指明如果赞助形式会以接待（比如欢迎接待），以钱（20,000美金），或者以损失担保形式（当达到当地地最高50,000美金）。 |
| 4 | Indicate the basis for the net figured required. For example: "printing costs of USD$ 6000 and sales of advertising 10 pages at USD$$1000 per page, and sales of 1000 programmes at USD$2.00 per programme: total profit US6000" 请指明净值的基准，比如：印制成本6,000美金，广告销售每10页成本为每页1,000美金，1000本秩序册将以每秩序册2美金计算，合计收益6,000美金。 |
| 5 | Explain any other income sources such as patrons, donations. 解释其他任何收入来源，比如赞助人，捐款 |

**EXPENDITURE 支出**

Before completing this section, please read carefully the accompanying notes on expenditure for the particular Event for which you are applying.

**在完成这个部分之前，请仔细阅读关于支出的相关赛事批注**

|  |  |  |  |
| --- | --- | --- | --- |
| Area事项 | Note 批注 | Budget预算 | Your Comments 说明 |
| Stadium – rental, staffing, utilities (electricity etc.), venue staff/security  场馆- 租金，人员配备，设施（如电力等） ，场地人员/安保 | A |  |  |
| Transport 交通 | B |  |  |
| Referee, umpires, doctors and medical services Transport 裁判长，裁判，医生，场地医疗服务，交通 | C |  |  |
| Line Judges 司线员 | D |  |  |
| Other Personnel 其他人员 | E |  |  |
| Promotion & Marketing 推广 和 市场 | F |  |  |
| Media Support 媒体支持 | G |  |  |
| Hospitality & Catering 接待和餐饮 | H |  |  |
| Administration 行政 | I |  |  |
| TV Production (depending on Media rights model)TV制作（依照媒体权益范例） | J |  |  |
| Host Fee to BWF (bidding fee) 主办费用（申办费用） | K |  |  |
| Other/  Contingency (Please specify) 其他/依附条件（请指明） | L |  |  |

|  |  |
| --- | --- |
| **Note** | **Comments 说明** |
| A | Include hire of stadium for at least 2 days before the first day of play and all associated cost (if not already included) such as any associated taxes; security and compulsory stewarding costs; electricity; cleaning; hire of rooms for media; dope-testing; VIPs; etc. NB: media room will be needed for four (minimum three) days before the first day of play. Included cost of scoreboards and a player identification system.  包括场馆至少比赛日前两天的租赁和其他相关费用（如果没有包括在内）比如任何相关税收；安保和必要的人力费用；电力；清洁费；媒体功能室的租赁；兴奋剂检测；贵宾等；请注意：在比赛日4日前（最少3日）需要媒体功能房。  Also include the cost of setting up a small (minimum 3 PCs) network with one PC located at the Match Control, one in media room and one in the VIP room: these PCs are used for the results and matches in progress.  需包括建立至少3台计算机连接的网络，1台在比赛管理台，一台在媒体功能房，一台在贵宾室。这些计算机用于实时更新比赛进程和结果。 |
| B | Include hire of vehicles, any payments necessary to drivers, vehicle running costs (including insurance, petrol, parking fees, road tolls, etc.).  包括车辆的租用费用，任何相关司机费用，车辆营运所需费用（包括保险，油费，停车费，公路费等）  Costs must cover transport of all players, officials, medias and VIPs to/from airport (including large amount of luggage): between hotels and hall(s): between hotel (s) and practice facilities; and to/from any official receptions and ceremonies.  成本需包含所有运动员，官员，贵宾的从机场来回酒店/场馆，场馆来回酒店交通，酒店/训练场来回交通，以及所有来回于比赛仪式，招待会等比赛相关地点的交通。 |
| C | Include cost of accommodation, national travel and any daily allowance  - for Referee and Umpire travel budget; use a working assumption of USD$ 1200 per person. This may be revised to a lower amount, depending on the location of the host Association. Also assume the number of umpires and referees required or specified by BWF for the Event concerned.  包括住宿成本，国内交通，所有每日的津贴  -包括裁判长，裁判的交通预算；使用假设每人1,200 美金。这可能被设定为更低的数目，根据主办协会的位置。也先假设按照BWF对赛事所指定或所需的裁判和裁判长人数来计算。 |
| D | Include cost of any daily allowance to be paid of refreshments/snacks for them. Indicate total number of line judges to be available. Minimum is six per court at early stages and minimum age is 16.  包括所有每日茶点，小食津贴。指明可提供的司线员数量。最少为每片场地6人，且最小年纪为16岁。 |
| E | Include cost of any daily allowance to be paid or of refreshments/snacks for them. Indicate total number of personnel envisaged. Covers stewards, match control, shuttle control, secretariat, media support personnel, etc.  包括所有每日茶点，小食津贴。指明预想的工作人员总数，包括陪同人员，比赛管理，比赛用球管理，秘书处，媒体协调人员等。 |
| F | Indicate forms of promotion & marketing envisaged: e.g. posters, press/TV/radio adverts, circulars to club, etc.  指明预计的宣传和营销形式。E.g. 海报，发布会/电视/收音机广告，俱乐部传单等。 |
| G | Include all equipment required to support the international press: e.g. fax machines, large copier (and spare) with collation facilities; PCs for media use; special IDD lines for their use (usage at their cost). (A detailed set of requirements can be obtained from BWF Secretariat)  包括所有支持国际发布会的设备，比如传真机，较大型打印机（有备用的）及核对设备；媒体所需的计算机，特殊用途的IDD电话线（用户付费）（完整的配套设施要求可从BWF秘书处获得）。 |
| H | Include for VIPs, and welcome receptions, drinking water and snacks for personnel, players etc. (if not already included in another category)  包括贵宾，工作人员和球员的欢迎接待，饮用水和零食（如果还未在其他字段中包含）。 |
| I | Include all costs involved in preparing for Event; consider meeting costs; communications (phone/faxes); overtime paid staff; supplies (stationery, etc.); etc.  包括所有涉及赛事准备的成本，会议费用和通信费用（电话/传真），工作人员加班费，日用品（温居等）等 |
| J | Model 1: Include all Net TV production costs. In some cases the Host can make a barter deal with the Host Broadcaster, so the Host Broadcaster delivers the TV-production in return for the domestic TV-rights. In that case only any Net costs shall be included.  Model 2: Include all costs to provide defined Venue requirements.  Please seek further guidance from BWF if necessary.  范例1：包括所有网络TV制作成本，在某些情况下，主办方可和主转播进行易货交易。故主转播商将TV制作回归于当地，并换取当地TV转播权利。在这种情况下，任何净值都应包括。  范例2：包括所有提供定义好的场馆要求的成本。  如有需要，请详BWF处获取更多指示。 |
| K | The host fee is a fee to BWF for hosting the Event within the territory of the LOC and furthermore for being granted the Commercial Rights specified in this agreement.  If additional commercial rights are requested by the LOC then a separate Fee for such rights must be clearly specified.  主办费用是指在LOC范围内举办赛事及合约中所指明的被赋予的商业权利。  如果有LOC要求的其他附加的商业权利，则会分开计费，并清晰指明。 |
| L | BWF does not normally use unspecified contingencies: if you wish to have other costs covered, please specify these, or indicate why a contingency amount is necessary  BWF正常来说，不会使用无特定的依附条件：如果你希望有其他成本产生来支付，请指明或说明为何依附条件产生的成本是必须的。 |

**6. OTHER SUPPORTING INFORMATION 其他有用信息**

Please put here any further information to support your bid. For example, your previous experience of organizing major badminton Events, any special skills you can bring to hosting the Event applied for, any special conditions you wish to propose regarding the financial arrangements for hosting the Event, etc.

请在这里写明任何可支持申办的信息。比如之前组织主要羽毛球赛事的经验，任何能用于举办赛事的特殊技巧，任何你希望提出的关于举办赛事的财务安排的特殊条件等。