



To all organisers of TER 2024

## TER - TOUR EUROPEAN RALLY SERIES CAHIER de CHARGES 2024

We have decided to establish the present Cahier des Charges, to ensure a smooth running of the TER series. Everyone is invited to cooperate in our global project.

Please note these are mainly guidelines, and may be amended based on experience and the individual situations.

- Minimum requirements for the Press Room: 10 working places with electricity, wi-fi internet, toilets. If possible it would be a bonus to provide a TV screen with results and/or video broadcast.
- Fast internet connection in the press room is important to allow the press and photographers to work correctly and help them to help us promote every event and our series in general.
- A dedicated locked TER staff room is requested, for office and editing, with dedicated fast internet connection.
- Each event should nominate at least one person who will be responsible for all communication with TER, on (mainly) the following subjects: logistics, regulations, press, administration.
- Each event should ensure cooperation by their staff to help us reach the goals of excellence which are one of the basis of the TER Project.
- The TER staff should receive all relevant event material: information, roadbooks, guides, maps etc.
- A close cooperation, aiming in the same direction, should be established between the TER and the Event Press Officer from the beginning of the season, to maximise promotion and coverage, and to convey information as sought. All information to be provided in English.
- All organisers to supply Event Passes to all the TER Crew, plus 4 "organisation" passes and car plates.
- An Interview Area should be foreseen before the Regroup or Service Area entrance TC (media zone).
- Organisers to grant TER crew access to Parc Fermè to collect onboard camera cards.
- TER promoters and Event organisers to share information, every kind of documents related to the race, and photos on an ftp server provided by the TER promoters, details to follow.
- TER staff to liaise with event organisers for the TER prizegiving procedure, on the final podium, for TV purposes. TER Event Prizes (trophies provided by the TER promoter).
- It is important to convey immediately any information about every change to the programme or anything related to the events.
- Before the event, please email [coordinator@terseries.com](mailto:coordinator@terseries.com), [press@terseries.com](mailto:press@terseries.com).
- On event, in addition to emails, we will develop an instant messaging service to be coordinated by TER staff via messenger, whatsapp, or similar. If an organiser already has such a system in place, he is kindly requested to notify TER promoters who will reply with the phone numbers they wish be added to the list.
- As in past years, it is important to obtain cooperation for the 2024 promotional events. We will contact every event to discuss opportunities.

February 1st, 2024

TER - Tour European Rally