

MEDIA CENTER

MEDIA CENTER REQUIREMENTS

Size: 40' x 60' Tent or Equivalent Space within a Club Structure.

Communications Staff & Registration Area - For use by USGA staff; located in Media Center.

Media Work Area - Seating targeted for 60 with center aisle.

USGA Digital/Photo/Video Work Area – Seating targeted for 8-10 (partitioned if possible)

Interview Area - Post-round interview area to be located in a 10' x 10' partitioned off portion of the Media Center.

Media Dining - May take place within Media Center or with USGA Hospitality in the club.

Note: *The Media Center should be in working order by Friday of Advance Week.*

CLUB RESPONSIBILITIES

❖ **CREDENTIALS (see Admissions Section of Hosting Manual)**

- 150 Media

(Note: Media will have access to the locker room areas except during a rain delay.)

❖ **CARTS**

- Two (2) carts should be authorized and signed for by a member of the USGA Communications Department each day during the week.
- One (1) additional people-mover to serve as shuttle for media to and from the parking area, if needed.

❖ **CLEAN-UP**

- Trash can to be emptied every evening

❖ **ELECTRICAL POWER (For Media Center)**

- At least one (1) 3 prong power strip per two seats in the media work area.
- Eight (8) general outlets scattered throughout the Media Registration area.
- Interview area.
- One (1) outlet for the large copier in Media Registration area, usually requires a unique power supply.
- Three (3) outlets for each of the TV Monitors in the Media Center.

❖ **EQUIPMENT/SUPPLIES (Communications Staff & Registration & Media Work Areas)**

- (4) banquet chairs (**Communications Staff & Registration Area**).
- 60 banquet chairs (**Media Work Area**).
- (30) tables of 8'x 18" size (**Media Work Area**).
- (6) tables of 6' size (general use size).
- (1) desk (**Communications Staff & Registration Area**).
- (1) public address sound system (**Interview Room**).
- (3) TV monitors with cable drops for broadcast feed hook-up/scoring.

- Large trash containers located at the end of every other ~~each~~ row and in the Communications Staff & Registration Area.
- 1 case of white paper
- ❖ **FOOD**
 - Media Dining: Can take place within Media Center or with USGA Hospitality at the club. The USGA will cover the cost of media dining.
 - Breakfast service from 6:00 a.m. – 10:00 a.m.
 - Lunch service from 11:30 a.m. – 2:30 p.m. daily.
 - Refrigeration Cooler required in Media Center.
 - Soft drinks, water and coffee should be provided complimentary throughout the day. The Host Club should cover the cost of the drinks.
 - Fresh fruit and snacks to be offered complimentary throughout the day. The Host Club should cover the cost of the snacks.
 - Media head count for lunch averages 40 daily.
- ❖ **INTERVIEW AREA**

**See diagram below.*

 - Twenty (20) chairs (white padded folding chairs or banquet chairs).
 - (1) Interview Platform (6' deep x 8' wide x 1 1/2' high) with steps and turf carpet.
 - (2) low-back armchairs (from clubhouse).
 - Power source
 - Sound system with (2) microphones and a multi-box (for radio feed pick up); USGA to provide.
 - 8' x 12' repeat backdrop supplied by USGA. Pipe and base or mounting will need to be provided by the club.
- ❖ **MEDIA KIT**
 - To be provided jointly by the USGA and Championship Office.
(club history especially helpful from Host Club)
- ❖ **MEDIA MAILING LIST**
 - Club will provide a mailing list (including e-mail addresses). The USGA will incorporate the club's list with the Cison list for all mailings.
- ❖ **MEDIA PARKING**
 - In a preferred parking area, clubhouse if possible (accessed by showing a one-day gate pass card for first entrance).
 - Fifty (50) parking spaces in designated parking lot.
 - Shuttle, if needed (will be provided by people-mover cart/van).
 - Lighting in parking area to be determined.
 - Parking passes will be printed by Host Club and distributed to Pete Kowalski by Robbie Zalneck.
 - Media will show a one-day pass that will allow them access onto the grounds with directions to the Media Center for pick-up of their credential and parking pass.
- ❖ **PLAYER REGISTRATION**
 - Media questionnaires will be completed either at entry application or online player pre-registration for championship proper. Those players who have not completed the questionnaires will be met at on-site player registration.

❖ **PROGRAMS AND TEE TIME SHEETS**

- 120 programs and 60 starting tee time sheets are needed. These are needed to the media center in the morning.

❖ **SECURITY**

- Security should be provided by the Host Club at key media locations and entries daily during the championship.

❖ **TELEPHONES**

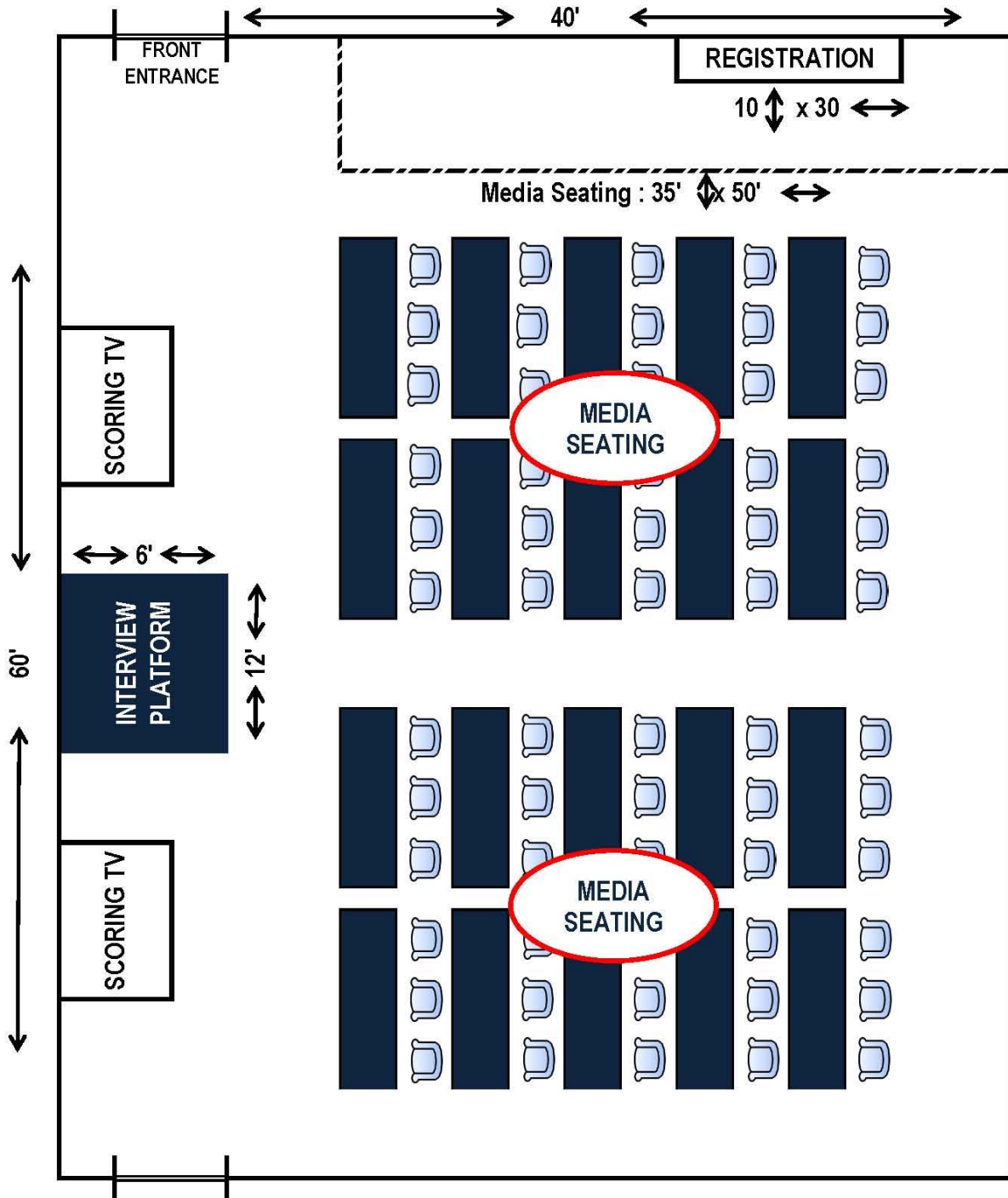
- Communications Staff & Registration
 - (1) local phone line should be installed in USGA Media Registration area and that number should be given to the USGA in advance of the championship.

❖ **WIRELESS CONNECTIVITY**

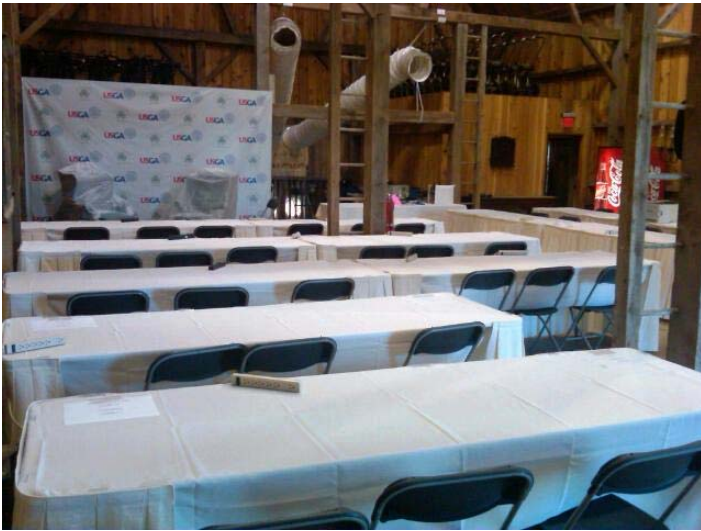
- (1) Wi-Fi network for USGA staff and (1) Wi-Fi network for media
- High-speed hard lines in Media Registration and in the USGA Digital/Photo/Video Work Area

MEDIA CENTER DIAGRAM EXAMPLE

**May vary by club*



2011 MEDIA CENTER SET-UP



2013 MEDIA CENTER SET-UP

