



**TOPSERIES
AUDIOVISUAL
SHORT MANUAL**



TABLE OF CONTENTS:

| | |
|--|----|
| 1. Objective and guiding principle | 03 |
| 2. Governance (who decides what) | 03 |
| 3. TOPSERIES visual philosophy | 03 |
| 4. EVOLVE vs CHALLENGE | 03 |
| 5. Required audiovisual team | 03 |
| 6. Technical specifications (minimums) | 04 |
| 7. Onsite requirements (logistics) | 04 |
| 8. On-court coverage (what must be captured) | 04 |
| 9. Minimum rule per player (photo) | 04 |
| 10. Deliverables and workflow | 05 |
| 11. Required content per tournament | 05 |
| 12. Players, usage, and publication | 05 |

1.

OBJECTIVE AND GUIDING PRINCIPLE:

This document sets mandatory (contractual) rules to ensure content is recognizable as TOPSERIES through quality, style, consistency, professionalism, and narrative.

- **Key rule:**
Technical compliance is not enough; the outcome must feel premium. TOPSERIES may reject “technically correct” material if it does not meet the required visual/narrative/brand standard.

2.

GOVERNANCE (WHO DECIDES WHAT)

- **TOPSERIES:**
Final authority over quality, narrative, and publication; validates providers; decides whether to publish/discard; edits strategic pieces (e.g., aftermovies); audits and scores.
- **Promoter:**
Hires only validated providers, complies with the manual, and delivers material according to the workflow. Has no say over publication.
- **Provider validation:**
Sports portfolio and live sports event experience are mandatory; “lifestyle/weddings” profiles without sports experience are not accepted.

3.

TOPSERIES VISUAL PHILOSOPHY

Content must convey: control, precision, competitive level, sporting pressure, visual order, professional standard. It is prohibited to convey: chaos, improvisation, amateurism, excessive informality, low-cost aesthetics.

4.

EVOLVE VS CHALLENGE:

The minimum quality standard is identical in both categories.

5.

REQUIRED AUDIO/VISUAL TEAM



Evolve

- 1 professional photographer
- 1 professional filmmaker.



Challenge

- 1 hybrid filmmaker (photo + video).

6.

TECHNICAL SPECIFICATIONS (MINIMUMS)



Video:

- Minimum 4K
- 50 fps
- MP4 H.264.
- Orientation:
80% vertical / 20% horizontal
- Deliver a 4K vertical master



Photo

- Delivery:
Edited JPG during the event
Original RAW after
- Permitted editing:
Cropping and basic adjustments.
- Prohibited:
Aggressive color grading, strong presets,
creative retouching/filters; natural
look and consistency are required.

7.

ONSITE REQUIREMENTS (LOGISTICS):

The promoter provides a table, chair, minimum 3 power outlets, and space to edit.
The audiovisual team must bring a laptop, storage, enough memory cards, etc.

8.

ON-COURT COVERAGE (WHAT MUST BE CAPTURED)

Equitable coverage during the group stage; those who advance will have more content because they play more.

- **Mandatory coverage:**
All courts at some point, group stage and knockouts, all divisions.
- **Minimum captures:**
highlights, arrivals, reactions, fan zone, empty-venue beauty shots, full awards ceremony, and non-sport moments.

9.

MINIMUM RULE PER PLAYER (PHOTO):

Each player must have at least 4 different real gameplay photos by the end of their participation.
Not counted toward that minimum: warm-up, awards, posed photos (these are “extras”).

10.

DELIVERABLES AND WORKFLOW

Daily deliveries of edited selections (via WeTransfer) with delivery windows defined per day.

- **Final delivery:**
Monday 12:00 (UTC/GMT+1) of all photo + video material, organized into folders by day/category according to the EVOLVE or CHALLENGE format.
- **Mandatory naming:**
TS_CATEGORY_CITY_SHIFT (e.g., TS_EVOLVE_MADRID_DAY1_MORNING).
- **Retention:**
photographers/filmmakers keep the content on hard drives for 30 days. 1

11.

REQUIRED CONTENT PER TOURNAMENT

- **Photo:**
Action (min. 4/player) + full awards ceremony + ≥100 photos combining crowd/venue/non-sport moments.
- **Video:**
Highlights (early stage and final stage, all categories), awards ceremony and non-sport moments.

12.

PLAYERS, USAGE, AND PUBLICATION

Players access their photos the week after the tournament.

- **Publication:**
Only on official TOPSERIES channels; the promoter may not publish without prior validation.