









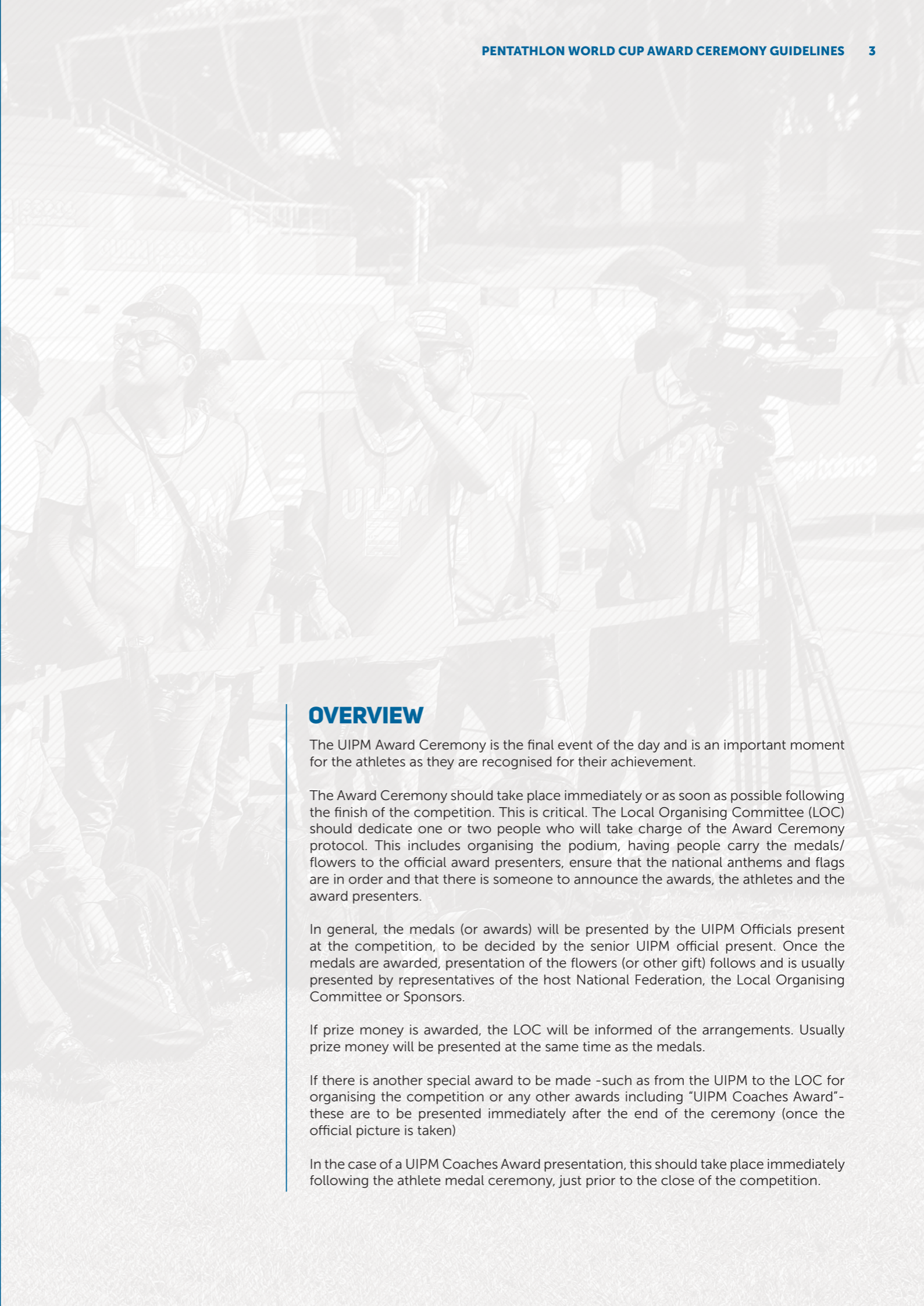


UNION INTERNATIONALE
DE PENTATHLON MODERNE

PENTATHLON WORLD CUP **AWARD CEREMONY** GUIDELINES

KEY:

-  Music/DJ
-  Announcer/MC
-  Added Elements
-  Stage Directions
-  Video Large Screen
-  Poles
-  Podium
-  Tip



OVERVIEW

The UIPM Award Ceremony is the final event of the day and is an important moment for the athletes as they are recognised for their achievement.

The Award Ceremony should take place immediately or as soon as possible following the finish of the competition. This is critical. The Local Organising Committee (LOC) should dedicate one or two people who will take charge of the Award Ceremony protocol. This includes organising the podium, having people carry the medals/ flowers to the official award presenters, ensure that the national anthems and flags are in order and that there is someone to announce the awards, the athletes and the award presenters.

In general, the medals (or awards) will be presented by the UIPM Officials present at the competition, to be decided by the senior UIPM official present. Once the medals are awarded, presentation of the flowers (or other gift) follows and is usually presented by representatives of the host National Federation, the Local Organising Committee or Sponsors.

If prize money is awarded, the LOC will be informed of the arrangements. Usually prize money will be presented at the same time as the medals.

If there is another special award to be made -such as from the UIPM to the LOC for organising the competition or any other awards including “UIPM Coaches Award”- these are to be presented immediately after the end of the ceremony (once the official picture is taken)

In the case of a UIPM Coaches Award presentation, this should take place immediately following the athlete medal ceremony, just prior to the close of the competition.

AWARDS CEREMONY OPERATIONAL GUIDELINES

Once the athletes and presenters are assembled—it must happen quickly—the attention is brought back to the FOP by the Competition “Theme” music being played.

Music/DJ – Competition “Theme” music played

Video Large Screen – Either competition highlights or screen-saver beauty shot (can be competition logo, or an iconic image of the competition etc..)

Announcer/MC – Welcomes audience to the Awards Ceremony.

“Ladies and Gentlemen, welcome to the Medal Ceremony of *(insert competition name)* _____. Please welcome our medalists and presenters.”

Music/DJ – Music rises very loud with the hit.

Stage Direction – Athletes and Presenters march to their appointed place.

TIP – See further the correct order of entrance, Stage section

Music/DJ – Music stops when athletes and presenters are in place for awards.

Announcer/MC – Announces awards 4-6 and the presenters. *(if is the case)*

“Presenting the prize money UIPM treasurer, John Helmick and presenting the flowers, President of the Egyptian MP federation, Sharif...

In 6th place representing *(insert nation)* _____ *(insert ATH Name)* _____, in 5th place representing *(insert nation)* _____, *(insert ATH name)* _____ and in 4th place representing *(insert nation)* _____, *(insert ATH name)* _____”

Wait until all the awards and flowers are distributed then continue.

“Presenting the bronze medal will be *(insert presenter name)* with *(insert presenter name)* presenting the flowers.”

In 3rd place and the winner of the bronze medal, representing *(insert nation)* _____, *(insert name)* _____”

Wait for medal to be presented and presenters to return to position.

TIP – When announcing the winners of the medals, in order to build suspense, say the nation first before you say the athlete’s name—the audience will begin cheering from the name of the nation and build volume in your voice as you say the name. Continue.

TIP – When a host nation athlete wins a medal, be sure that someone from the LOC is part of the presentation. Continue.

“Presenting the silver medal, *(insert name of presenter)* _____ with *(insert presenter name)* _____ presenting the flowers. In 2nd place and the winner of the silver medal, representing *(insert nation)* _____, *(insert athlete name)* _____.”

Wait for medal to be presented and presenters to return to position.

“Presenting the gold medal, UIPM President, Dr. Klaus Schormann assisted by *(insert name)* _____, *(if this is the case)*. Presenting the flowers, *(insert name)* _____ and *(insert name)* _____. *(if is the case)*

And now, our champion and gold medalist, representing *(insert nation)* _____ *(insert athlete name)* _____”

TIP – For the gold medal, the highest ranking individuals should award the medal and flowers. It is permissible and often necessary to have more than one person presenting the gold medal and more than one person to present the flowers for the gold medal. Be sure and include all relevant titles for the presenters. This is to impress the audience with who is presenting.

When the presenters have returned to their positions, continue.

“Ladies and gentlemen, please stand for the national anthem of *(insert nation)* _____.”

Announcer / MC - _____ (name of the competition)
Wait for the official picture to be taken
Let’s celebrate their success with them
We say goodbye to our athletes and authorities, let’s give them a round of applause!

Music/DJ – Play appropriate anthem

TIP – Be CERTAIN the anthem you are using is the correct one for that nation. There have been embarrassing situations when a mistake was made. Ask someone from the nation to listen and approve if there is any question. Also, do not let the anthem go on too long. Know when to stop. Some anthems have many verses, one verse is enough.

Additional Elements – LOC dependent. Some LOC’s use an honor guard to raise the flags. It is important to try and have 3 flags on poles or you can use the large video screen. If you have people rising the flags, please ask them to wear similar formal clothes.

Music/DJ – Following anthem, begin to play “festive” music at level 3 or 4 as athletes and audience take photos, do interviews and then depart.

Coachs’ Award – Sometimes, we can have Coaches Awards as well. If this is the case, the following people should remain on the stage: the gold medallist, Dr Klaus Schormann, (or other senior presenter if Dr. Schormann is unavailable) with the Coachs’ Committee Chairman, Mr Christian Roudaut (or designated person) and the gold medalist’s coach,” who will receive the award.

Dr Schormann and Mr Christian Roudaut will typically give the trophy to the coach, then photos and depart.

Announcer/MC – Close the competition and welcome all to the next UIPM event.

End Run of Show

PREPARATION OF THE AWARDS

The LOC should dedicate one team to ensure a smooth organisation of the Awards Ceremony.

The team should contain at least: 1 team leader, 5 tray-bearer/hostess, 3 flag raisers.

The whole team should rehearse the Awards Ceremony many times with the MC and music.

All preparations (medals, flowers, gifts) will take place in the backstage. This is the area of the venue that is out of view from audience and cameras. It can be in the wings of a stage. The backstage must be tidy and clean.

The flag raisers are volunteer cast members who are responsible for raising the medallists’ flags during Awards Ceremonies.

The hostesses are responsible to lead athletes and presenters on stage. They show them where to stand and when to exit. They should rehearse the Awards Ceremony multiple times so that they can help the athletes and presenters feel confident and relaxed on camera.

They are also responsible to carry trays medals and/or commemorative gift for the athletes.

Hostesses must wear the same uniform. It can be a local one.

Note for Hostesses and Tray-bearers:

Be knowledgeable and approachable: if you are guiding the VIPs/presenters on stage, introduce yourself by name (as soon as it is appropriate) on their arrival in the backstage. Let your guests know that you will be their guide for the proceedings. Most of VIPs or presenters have participated in prior Awards Ceremonies. Gauge how much they are willing to listen to the information, they need to know about their specific duties.

Be professional

If you are guiding medallists, please be sensitive to their mood. In the backstage, it may be their first moment of tranquility since the end of their competition. Allow the medallists to relax and get ready to enjoy their moment on stage.

Be helpful

Interact confidently with the medallists and presenters, with clear and graceful hand gesture, and guide them to where they need to be. You are there to help them look good in front of the audience and on camera.

Be serene

Even the smallest moves onstage (like batting a fly away) can steal focus and detract from the medallists' moment of glory. Please avoid any sudden or distracting moves. However, items can drop off trays or presenters can stop in the wrong spot on stage. It is the hosts' responsibility to step out of their position and gracefully make things right.

Be natural

Enjoy the moment with the medallists. Focus on whomever or whatever is the centre of attention on stage. There is no need to stare rigidly into the distance. Watch the medallists receive their award; watch the flags being raised; feel free to smile if something pleasing happens.

Be observant

Attention to detail is a necessity in staging a successful Awards Ceremony. The medallists deserve a perfect moment to remember for the rest of their lives. Look at every detail with fresh eyes as if every Ceremony is your first.

THE MEDALLISTS' EXPERIENCE

Prior to your Awards Ceremony, athletes will be brought to the backstage. It's a place where the Awards Ceremony team meet before going on stage or the Field of Play (FOP).

Athletes will have time to meet the presenters, have refreshments, relax and check your appearance before going on stage.

Please make sure that athletes are dressed for the Awards Ceremony in their national uniform without any additional flag.



The Awards Ceremony team is composed of well-trained hosts and hostesses who will brief athletes on our role in the Ceremony. They will acquaint athletes with your movements on and off the stage and establish the order in which each medallist will receive his or her award. They will answer any questions or concerns athletes may have. Awards Ceremony Escorts will accompany you on stage as well. Their job is to make sure athletes are in the right place at the right time.

TIPS

Poles: flag poles must be visible to the athletes and representatives (VIPs and Presenters).

Podium: the podium should be placed at least 1 meter from the backdrop to allow the athletes to stand behind their steps.

The podium should also be large enough for 2 people to stand (Mixed Relay).

The podium should not be situated at an angle where the athletes and representatives will face the sun during the Awards Ceremony)

DJ: he is responsible to play the National Anthem at the right time and at the right moment. Make sure before the competition, the Team and the DJ have all the anthems ready to play.

OFFICIAL MEDIA AND PHOTOGRAPHERS

Only accredited Media people have access to the FOP. They must stay behind the security cordon in front the podium. The official UIPM photographer has the priority to take the best spot)

STAGE

The athletes should be first to enter the stage (NO FLAGS ALLOWED) led by a hostess, followed by the medals/flowers held by hostesses and then the VIPs led by a hostess. (Hostesses leading Athletes and VIPs leave the stage to avoid having too many people on it. They should walk behind).

All the hostesses should wear similar formal clothes.

Athletes should take place behind the podium but only step on when they are announced. For the 4th, 5th, 6th (when it's the case), they should stand close to the 3rd.

Please be careful of the order of the athletes before they enter the stage (2,1,3,4,5,6)

The athletes/representatives walking

The hostesses with the medals/flowers should be on the left of the athletes (right on stage when you are looking at it), and VIPs on the right of the athletes (left on stage when you look at it)

Hostesses bearing medals/flowers can step forward when the VIPs come to pick up the goods, but please be careful not to hide the athletes.

NOTES TO AWARDS CEREMONY

The following list is prepared to assist in the preparation for the Presenters of the Awards Ceremony. Medals and prize money are to be presented by UIPM Officials.

COMPETITION EVENT



Individual Women

Date:

	UIPM-Medals		LOC-Flowers	
	Name	Title	Name	Title
Gold	Dr. Klaus Schormann	UIPM President		
Silver				
Bronze				
Places 4, 5, 6				



Individual Men

Date:

	UIPM-Medals		LOC-Flowers	
	Name	Title	Name	Title
Gold	Dr. Klaus Schormann	UIPM President		
Silver				
Bronze				
Places 4, 5, 6				



Mixed Relay

Date:

	UIPM-Medals		LOC-Flowers	
	Name	Title	Name	Title
Gold	Dr. Klaus Schormann	UIPM President		
Silver				
Bronze				

Will Prize Money be given at same time as medals? Yes / No

Will Prize Money be given at same time as flowers (or other award)? Yes / No

If No, please have alternate solution in place.

COACHES AWARDS

Dr Schormann and Mr Christian Roudaut will typically give the trophy to the coach, then photos and depart.

Name:



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