IF Opening and Closing Ceremony
Award Ceremony
Specifics & Protocols

December 2019
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1. GENERAL REMARKS

The Opening and Closing Ceremony along with the Award Ceremonies are part of the official protocol of a competition at The World Games.

The Competition Manager (IF) and the Venue Manager (LOC) are responsible for the opening, closing and award ceremonies. In addition, it is advisable to assign a dedicated employee to the planning and proper running of these parts of the competition program.

It is necessary to inform representatives of each country about the rundown at the Team Members Meeting before the competition. A short description should also be included in the Athletes Guide handed out by LOC.

The IWGA will determine the procedure, taking into account the ideas and suggestions of the Local Organizer as well as the regulations of the respective IF. The current state-of-the-art technology will also be considered.

The observance of the protocol is essential in order to guarantee a dignified course of events and to enable a uniform overall view of TWG. Errors and mishaps can cause discussions and complaints.

Special attention should be paid to the

- **Official Name** (IOC Protocol) of a Nation or Sports Organization
- **The official anthem** (IOC Protocol)
- **The official flag** (IOC Protocol)
- **The names** (correct spelling) and title of the representatives
- **The official oath formula** for IWGA competitions can be found at [www.theworldgames.org](http://www.theworldgames.org)
2. IF OPENING CEREMONY

ON-SITE SPECIFICS

The Opening Ceremony is for the public to see the participating athletes and the countries they represent. It also has the function of preparing the participants for the competition as part of The World Games.

The total time for the Opening Ceremony shall not exceed 10 minutes.

SETTING

Dedicated area for the Opening Ceremony (as a rule - area for the Award Ceremony). The area shall be branded with the Logo of the event and in line with the design of the event itself. Designation of an area for press photographers during the Opening Ceremony.

FLAG ORDER

· IWGA Flag
· IF Flag
· Host Country Flag
· Host City Flag

DRESS CODE

· Athletes: Official sportswear such as tracksuit or the official competition clothing for The World Games of a participating country
· Official Representatives: Business
· Volunteers such as flag bearers and athlete’s escorts: Official uniform
· Judges: Official competition clothing

PREPARATIONS

A rehearsal including a technical check should be carried out one day prior to the start of the competition. The speakers of the oath formulas receive a paper with the printed oath formula in English.

PROPS

· Flags of the partaking countries
· Flag pedestal
· Podium
· Backing with Logos
CEREMONY PREPARATIONS

1. A **rehearsal** including a technical check should be carried out one day prior to the start of the competition.

2. The **athlete and judge** giving the oath have to be identified and to be informed at least **one day before** the ceremony.

3. The speech-makers have to be identified and to be informed at least **one day before** the ceremony.

4. All **slides** for the video wall shall be given to the technician running the wall **15 minutes before** the start of the ceremony, at the latest, after confirmation by the Technical Committee.

5. **Flags** of the partaking countries and name boards shall be available **15 minutes before** the start of the ceremony and handed over to the flag bearers and name board bearers.

6. Conductor summons **all participants** in the Opening Ceremony to a dedicated area backstage of the venue **15 minutes before** the start of the ceremony.

7. **Script** with all announcements shall be handed over to the official announcer **10 minutes before** the start of the ceremony. Please check how the judges are named by the federations, i.e. judges, referees or umpires.

   » Double-check the script!

8. All people involved take position backstage in the following order:

   a. Name board bearers

   b. Flag Bearers

   c. Athletes in alphabetic order (host country at the end).

   d. Judges
**Standardized Procedures**

**The World Games**

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**RUNDOWN IF OPENING CEREMONY**

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1. **Before the Opening Ceremony**

   - **Detailed Actions**
     - 1. Announcer Speaks 10 Minutes before the start of the ceremony. Screen: Shows Logo of the event.
     - 2. Signature tune.
     - 4. Countries line up in alphabetical order. Athletes will be led in the march-in by first the country name board bearers and second the flag bearers (LOC volunteers will serve as these board and flag bearers). Board and flag bearers are followed by the athletes of the respective country. The Host Country athletes/team will march in at the end. Finally, the judges march in.
     - 5. The flag bearers put the flags into the pedestals athletes. Name board bearers and athletes (by country) take position at the stage.

   - **ANNOUNCER’S SCRIPT**
     - Ladies and gentlemen, please take your seats. The Opening Ceremony for the (International Federation Name) Competitions at The World Games 2021 will begin very soon.
     - Welcome to the Opening Ceremony of the (Name of the Sport) competitions of the (Name of the International Federation) at the 11th edition of The World Games. Please welcome the athletes from the participating nations: (Naming of the Countries). Please welcome the referees and judges.

2. **Introducing Guests of Honour**

   - **Detailed Actions**
     - 1. Introduction of participating Guests of Honour, along with inviting them to deliver speeches (speech opportunity will be given mainly to 2-3 people from IF, BOC and IWGA officials).
     - 3. Announcer speaks. Repeat this procedure until all speeches are given.

   - **ANNOUNCER’S SCRIPT**
     - Please welcome as our Guests of Honour, Mr/Ms (Name, Title). We’re honoured to invite Mr/Ms (Name, Title and Other Particulars where applicable) to give his/her welcome speech.
     - Thank you Mr/Ms (Name, Title).
### Athlete’s and Judge’s Oath

1. **Announcer speaks**: Screen: Name and title of the speech-maker.

2. **Athlete’s Oath**: Hand on flag or hand raised to oath.

3. **Screen**: Oath.

4. **Announcer speaks**: Screen: Name and title of the speech-maker.

5. **Announcer speaks**: Judges’ Oath/Hand on flag or hand raised to oath.

6. **Screen**: Oath.

7. **Athlete and judge march off.**

### Official Opening

1. **The IF officially announces the opening of the competition.**

2. **Announcer speaks**: IF representative opens the competition.

3. **Screen**: Name of the discipline/International Federation.

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**ANNOUNCER’S SCRIPT**

**Athlete’s and Judge’s Oath**

Ladies and Gentlemen, Please stand up for the Athlete’s Oath and the Judge’s Oath. We invite Mr/Ms (Name, Representing Country, Discipline) to take the Athlete’s Oath.

Thank you – Mr/Ms (Name). We invite judge (Name, Representing Country, Discipline) to take the Judge’s Oath.

Thank you Mr/Ms (Name).

Please welcome Mr/Ms (Name, Title).
Standardized Procedures
The World Games

5 Marching off

<table>
<thead>
<tr>
<th>DETAILED ACTIONS</th>
<th>ANNOUNCER’S SCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Music: TWG 2021 Signature tune.</td>
<td></td>
</tr>
<tr>
<td>2. Athletes march off.</td>
<td></td>
</tr>
<tr>
<td>3. Officials march off.</td>
<td></td>
</tr>
</tbody>
</table>
3. MEDAL CEREMONY

CEREMONY PREPARATIONS

1. All slides for the video wall shall be given to the technician running the wall 15 minutes before the start of the ceremony. at the latest, after confirmation by the Technical Committee.

   » Double-check the slides!

2. A file with the national anthem of the country represented by the athlete(s) shall be available 15 minutes before the start of the ceremony. (double check the anthem, name and flag)

3. Flags (if needed) of the three countries represented by the athletes shall be available 15 minutes before the start of the ceremony and handed over to the flag bearers.

4. Medals and mascots along with the cushions or baskets to carry them shall be in place 15 minutes before the start of the ceremony and handed over to the bearers.

5. 10 minutes before the start of the ceremony:

   · Conductor summons all participants in the award ceremony to a dedicated area backstage of the venue.
   · Script with all announcements shall be handed over to the official announcer.

   » Double-check the script!

   · Accreditation must either be temporarily handed to the Victory Ceremonies staff or kept out of sight.
   · No participant should have flags, mascots or other personal items such as mobile phones, water bottles and cameras with them during the Victory Ceremony.
   · All people involved take position backstage in the following order:

      a. Flag Bearers (if needed and flags are not on screen)
      b. Athletes’ escorts
      c. Athletes
      d. Presenter Escorts
      e. Presenters
      f. Medal Bearer
      g. Mascot Bearer
RUNDOWN MEDAL CEREMONY

1. Before the Medal Ceremony

<table>
<thead>
<tr>
<th>DETAILED ACTIONS</th>
<th>ANNOUNCER’S SCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Announcer starts speaking 10 minutes before the start of the ceremony.</td>
<td>Ladies and gentlemen, please take your seats. The Award Ceremony for The World Games 2021 Competition in (Sport) will begin very soon.</td>
</tr>
</tbody>
</table>

2. Medalists’ entrance

<table>
<thead>
<tr>
<th>DETAILED ACTIONS</th>
<th>ANNOUNCER’S SCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Play the TWG 2021 Signature Tune.</td>
<td>Please welcome the medalists.</td>
</tr>
<tr>
<td>3. Announcer speaks.</td>
<td></td>
</tr>
<tr>
<td>4. Music sets in.</td>
<td></td>
</tr>
<tr>
<td>5. Flag bearers go to flag posts (if needed).</td>
<td></td>
</tr>
<tr>
<td>6. Athletes’ escorts lead medalists behind the podium. Escorts stay next to the podium.</td>
<td></td>
</tr>
<tr>
<td>7. Medalists take position at the marks behind the podium (in a row formation).</td>
<td></td>
</tr>
<tr>
<td>8. Music fades out.</td>
<td></td>
</tr>
</tbody>
</table>
Standardized Procedures
The World Games

1. Announcer speaks.


3. Presenter escorts, who lead the presenters, enter stage. Presenters follow and take position at the marks besides the podium (into a 45-degree column formation), facing the athletes.

4. Screen shows name, country and function of the persons.

5. Mascot and medal deliverers carrying trays enter and take position at the other side of the podium.

In case of more than nine medalists, the deliverers shall be divided into the medal deliverers and the mascot presenters.

Please welcome the award presenters. We’re honoured to invite Mr/Ms (Name, Title and other TWG particulars where applicable) to present the medals.

We’re also very honoured to invite Mr/Ms (Name, Title and other TWG particulars where applicable) to present the mascots.

6. Announcer speaks a).

If two medalists or more, Announcer speaks b).

2. Bronze medalist(s) step onto the podium.

3. Screen shows: Bronze medal, Name(s), Country. Achieved result.

a) Bronze medalist, representing (Country, Name).

b) Bronze medalists, representing (Country).
Standardized Procedures
The World Games

6 Bronze medal awarding

1. Music plays.
2. Award the medals and mascots.
   If two bronze medalists or more, athletes shall be positioned in alphabetical order. Deliverers and presenters will move from one athlete to the other until all athletes have received their medal and mascot.
3. Deliverer(s) step forward and allow the bronze medal presenter to collect the medal(s), and then return to the original position off camera.
4. Bronze medal presenter hangs the medal(s) around the necks of the bronze medalist(s) and steps back onto marks.
   In case of two bronze medalists or more, Announcer speaks after award of each medal.
5. Deliverer(s) step forward and allow the mascot presenter to collect the mascot(s), and then return to the original position off camera.
6. Mascot presenter gives the mascot(s) to the bronze medalist(s) and returns to the original position.
7. Music fades out.

7 Silver medalist(s) take position

1. Announcer speaks a)
   If two medalists or more, Announcer speaks b)
2. Silver medalist(s) step onto the podium.
3. Screen shows: Silver medal, Name(s), Country, Achieved result.
**Silver medal awarding**

1. Music plays.
2. Award the medals and mascots.
   ① If two silver medalists or more, athletes shall be positioned in alphabetical order. Deliverers and presenters will move from one athlete to the other until all athletes have received their medal and mascot.
3. Deliverer(s) step forward and allow the silver medal presenter to collect the medal(s), and then return to the original position off camera.
4. Silver medal presenter hangs the medal(s) around the necks of the silver medalist(s) and steps back onto marks.
   ① In case of two silver medalists or more, Announcer speaks after award of each medal.
5. Deliverer(s) step forward and allow the mascot presenter to collect the mascot(s), and then return to the original position off camera.
6. Mascot presenter gives the mascot(s) to the silver medalist(s) and returns to the original position.
7. Music fades out.

**Gold medalist(s) take position**

1. Announcer speaks a).
   ① If two medalists or more, Announcer speaks b).
2. Gold medalist(s) step onto the podium.
3. Screen shows: Gold medal, Name(s), Country, Achieved result.

**ANNOUNCER’S SCRIPT**

1. Announcer speaks a).
   ① If two medalists or more, Announcer speaks b).
2. Gold medalist(s), representing (Country).
Standardized Procedures
The World Games

Gold medal awarding

<table>
<thead>
<tr>
<th>DETAILED ACTIONS</th>
<th>ANNOUNCER’S SCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Music plays.</td>
<td></td>
</tr>
<tr>
<td>2. Award the medals and mascots.</td>
<td></td>
</tr>
<tr>
<td>3. If two gold medalists or more, athletes shall be positioned in alphabetical order. Deliverers and presenters will move from one athlete to the other until all athletes have received their medal and mascot.</td>
<td></td>
</tr>
<tr>
<td>4. Deliverer(s) step forward and allow the gold medal presenter to collect the medal(s), and then return to the original position off camera.</td>
<td></td>
</tr>
<tr>
<td>5. Gold medal presenter hangs the medal(s) around the necks of the gold medalist(s) and steps back onto marks.</td>
<td></td>
</tr>
<tr>
<td>6. In case of two gold medalists or more, Announcer speaks after award of each medal.</td>
<td></td>
</tr>
<tr>
<td>7. Deliverer(s) step forward and allow the mascot presenter to collect the mascot(s), and then return to the original position off camera.</td>
<td></td>
</tr>
<tr>
<td>8. Mascot presenter gives the mascot(s) to the gold medalist(s) and returns to the original position.</td>
<td></td>
</tr>
</tbody>
</table>
Playing of the National Anthem/
Raising of the National Flag of the champions

1. Announcer speaks.
2. Play national anthem of the winning country.
3. Flag bearers raise the national flag of the champion winning country with corresponding national anthem.
   ✔️ If Flags on screen: An animated design shows the flags of the three countries corresponding with the medalists.
4. Medalists, presenters, and tray-bearing cast turn to face the flagpole/screens to witness the raising of the gold medalists’ flag for the duration of the anthem.
5. Music ends.

Repeat announcement
Photo Call on podium

1. Announcer speaks.
2. Allow an appropriate time for applause.
3. Volunteers open area for photographers to take pictures.
4. Show graphics on screen with event name and medals with corresponding names and nationality.
   ✔️ If 9 medalists or more, show graphics with event name, medals and nationality.

Ladies and gentlemen, please stand for the national anthem of (Country).

Ladies and gentlemen, let us once again congratulate our medalists.
1. Photographing ends.

2. Announcer speaks.

3. Presenter escorts lead the presenters back stage to exit, followed by the tray-bearing cast.

4. Athlete escorts lead the medalists off the podium to exit.

5. Flag bearers lower the flags.

6. Flag bearers exit.

Ladies and gentlemen, this concludes The World Games 2021 Award Ceremony for the (Sport) competitions.
4. IF CLOSING CEREMONY

GENERAL REMARKS

- The Closing Ceremony follows immediately after the last award ceremony on the last competition day.
- No march-in of the athletes or flag parades are planned.
- There will be just two official speakers (representing a. LOC, b. IF or IWGA).
- The Closing Ceremony should not last longer than ten minutes.

CEREMONY PREPARATIONS

1. A rehearsal including a technical check should be carried out one day prior to the start of the competition.

2. All slides for the video wall shall be given to the technician running the wall 15 minutes before the start of the ceremony at the latest, after confirmation by the Technical Committee.

3. Flags of the partaking countries and name boards shall be available 15 minutes before the start of the ceremony and handed over to the flag bearers.

4. Conductor summons all participants in the Closing Ceremony to a dedicated area backstage of the venue 10 minutes before the start of the ceremony.

5. Script with all announcements shall be handed over to the official announcer at least one hour before the start of the ceremony.

» Double-check the script!
<table>
<thead>
<tr>
<th></th>
<th>DETAILED ACTIONS</th>
<th>ANNOUNCER’S SCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Signature tune.</td>
<td><strong>Please stay seated – the Closing Ceremony of the (Sport) competition at The World Games 2021 will now begin.</strong></td>
</tr>
<tr>
<td>2</td>
<td>Video wall shows: Closing Ceremony of the (Name of Event) competition at The World Games 2021.</td>
<td><strong>We now invite Mr/Ms (Name, Title and other TWG particulars where applicable) to say a few words.</strong></td>
</tr>
<tr>
<td>3</td>
<td>Announcer speaks.</td>
<td><strong>Thank you Mr/Ms (Name of Official Speaker). We now invite (Name, Title and other TWG particulars where applicable) to deliver his/her closing speech.</strong></td>
</tr>
<tr>
<td>4</td>
<td>Video wall shows name and function of the first speech-maker.</td>
<td><strong>Thank you Mr/Ms (Name of Official Speaker).</strong></td>
</tr>
<tr>
<td>5</td>
<td>LOC/NF representative delivers speech.</td>
<td><strong>Ladies and gentlemen, this concludes The World Games 2021 Closing Ceremony for the (Sport) competitions.</strong></td>
</tr>
<tr>
<td>6</td>
<td>Announcer speaks.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>IWGA/IF representative delivers speech.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Announcer speaks.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Play the TWG 2021 Signature Tune.</td>
<td></td>
</tr>
</tbody>
</table>
### Standardized Procedures
The World Games

#### IF Closing Ceremony

<table>
<thead>
<tr>
<th>序号</th>
<th>具体环节</th>
<th>详细动作</th>
<th>发音稿脚本</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Escorts lead the presenters to exit.</td>
<td>1. Escorts lead the presenters to exit.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Country name board bearers lead the medalists to exit.</td>
<td>2. Country name board bearers lead the medalists to exit.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Award deliverers exit.</td>
<td>3. Award deliverers exit.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Music fades out.</td>
<td>4. Music fades out.</td>
<td></td>
</tr>
</tbody>
</table>
STAY IN TOUCH

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