

CUE NO.	PERSON RESPONSIBLE	DIRECTIONS & ANNOUNCER SCRIPT	SCREEN TEXT
1.	Ceremony Producer	Once all medalists, presenters, volunteers etc. are in position, the ceremony producer (or relevant person from OC) informs the announcer that the ceremony can begin.	Competition Holding Graphic
2.	Announcer	<i>Ladies and Gentlemen, the Medal Ceremony for the (World Cup/Championship/Final, city, year), will now take place.</i>	
3.	DJ/ Audio Operator	DJ plays fanfare and award party moves to presentation stations as soon as the music begins. Once all are in position, the music will be lowered so the announcer can speak.	
4.	Announcer	<i>This is the medal ceremony for the (Name of Event).</i>	Event title
5.	Announcer	<i>The medals will be presented by,</i> Name: Title:	Presenter 1 name/title
6.	DJ/ Audio Operator	Once the announcer introduces the presenter, the music should be raised to encourage applause. The music should then return to the previous level before the announcer speaks again.	
7.	Announcer	<i>He/She is accompanied by,</i> Name: Title:	Presenter 2 name/title

8.	DJ/ Audio Operator	Repeat Cue 6.	
9.	Announcer	<i>Bronze medalist, Representing... (Country)... (Name).</i>	Country, Bronze Medalist
10.	DJ/ Audio Operator	Raise music once the name has been announced, keep music at this level until after the gift/flower presenter has returned to their starting position/before announcer speaks again.	
11.	Announcer	<i>Silver medalist, Representing... (Country)... (Name).</i>	Country, Silver Medalist
12.	DJ/ Audio Operator	Repeat Cue 10.	
13.	Announcer	<i>(And the) Gold medalist Representing... (Country)... (Name).</i>	Country, Gold Medalist
14.	DJ/ Audio Operator	Repeat Cue 10.	
15.	Announcer	<i>Ladies and gentlemen, if you can, please stand for the anthem of (Country).</i>	Country
16.	Audio Operator/ DJ	Play national anthem of (Country)	

17.	Announcer	<i>Ladies and gentlemen, the medalists!</i>	Medalists/ Results
18.	Audio Operator/ DJ	Ceremony celebration track (something upbeat) should play as soon as the announcer finishes.	
19.	All	Pause for photographs to be taken/ceremony has formally ended - music should keep playing. Photos should happen automatically but announcer can say <i>"We'll now pause for photographs to be taken"</i> if needed.	
20.	Announcer	(At this stage the announcer can thank the audience for coming, give information on the next event, wish them a safe journey home.)	Competition Holding Graphic