

## Awards Table Information

One or two staff at each contest will serve as the Awards Table Manager during the awards preparation and ceremony. This person is to inventory and direct the awards ceremony process from behind the table and should be in constant communication with the awards announcer. If possible, set up communication with headsets.

- This person should help supervise the set up of the awards in the morning so that they will be organized for the awards ceremony. Find the right building person to get enough tables for your awards. Make sure that the table cloths are straight BEFORE you start setting up the awards. Save two or three medium size boxes for extra awards.

- Keep officer, team, ensemble, and solo packets separate and easily accessible in the results sacks for when they are needed.

- Before the contest begins, take an inventory of the awards that are set up on the table to insure that those numbers match your inventory/order sheet. This includes insert plates, etc. If not, notify the contest administrator immediately.

- Throughout the day, refer to the awards order/inventory sheet to keep up with the number of awards to be presented. This includes keeping a tally of number of Sweepstakes, Double Division I, etc. for the inserts of trophies.

- As staff become finished in their area and are available, have them start to mount insert plates on trophies, plaques, and silver trays to help expedite time when contest is complete.

- Go to the awards table at the conclusion of team events, or your area, and organize the table for the awards ceremony, referring to your results sheet. Make sure that you have a duplicate sheet so that you can follow along during the awards.

- After counting the actual awards needed, pack all other awards and place under the contest awards table. Make sure not to mix trash boxes and awards that should go back to the office. We do not want to throw valuables away. Make sure that the awards have been packed properly to avoid scratching, breakage, or ruining the award for future use. There should be plenty of plastic bags for plaques and silver trays. The table should be empty at the end of the awards ceremony.

- Work promptly, but efficiently. Remember that the crowd is very tired and anxious to get their awards and go home. Make sure not to let your results sheet be exposed to audience that may be close by. Also, be cautious of what you say to other staff about the awards if the audience is close by.

- The staff should line up in front of the table to be handed the award and packets. Make sure to have them double check that they have the correct award in hand and that the packet is held to announcer for easy reading.

- Before going on to the next set of awards, check with the announcer to make sure that you are both in sync.

- Always refer to the Results Sheet to make sure that you are giving out the proper awards (ex., large medals to winners, ribbons, plaques, etc. ) ,

- In case of emergency, make sure that the extra awards are convenient enough to pull out if a mistake was made in counting. If we are missing any awards or insert plates, attempt to give as much of the award as possible (ex., give silver tray, mail insert). If anything is to be sent after the contest, make sure to make good notes on the Awards Follow Up sheet (red ink) in your notebook. Also, call the office on Monday just to let them know to look for the sheet.

- As soon as the last award is handed out, the staff should stand orderly in front of the awards table for the final words. As soon as the contest is officially over, several staff should go behind the table to help organize and hand out results sacks. All other staff should be encouraged to go around and congratulate the teams. If you noticed something special about a team, find them and tell them. They always appreciate your special attention to them.

- Make sure to mark packed boxes with extra awards. Make sure that the supply tubs have all been brought in from their areas. Send some staff to help with the T-shirt store. Stay with sound equipment until C.R., Brad, Doug or Shawn can come dismantle. Make

sure all other equipment is properly stored.

- Staff should see staff assignment sheet for further clarification on their duties and responsibilities.

## **Additional Information**

- Set up officer trophies in groups
- Set up team trophies in groups (make sure table looks organized and tidy)
- Keep at least one empty box for trophies and one for extra plaques
- Insert plates for trophies should be in one of the boxes from Browning Trophies
- Hostess director gift will be a lucite pen set in one of the boxes from Browning Trophies
- Plaques will be in boxes and inside plastic bags, save plastic bags
- Keep empty boxes separate from partial boxes (make sure they are out of sight)
- Plaque insert plates should be in one of the boxes
- Extra insert plates will be in one of the brown tool boxes
- Make sure that all plates are put back in correct holders
- Use lucite stands to display some of trays and awards
- Group special awards together: Biogime Sportsmanship, CC Academics, A Travel Service Award, So. Exposure Award
- Use post it notes or paper to identify trays and plaques by stacks
- Use results sheets to tape to trophy (School and award)
- Packets are all given after awards ceremony
- Solo Awards: Silver trays, large medals (winners), scholarships (winners)
- Double check number of trays for each area, plaques, and trophies after are complete
- One or two staff stays behind the awards table as table managers
- All other staff lines up in front of table to present
- All large medal winners have medal placed around their neck
- All unused plaques need to be placed back into plastic bags
- All trophies must have plenty of newspaper packed around them
- Do not have any extra awards left on table (put under or behind table)
- Staff should be still during closing awards