## ANNOUNCER SCRIPTS

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# **General Announcements**

Beginning of the Event

The announcer should make the following announcements at the start of the day:

1. “May I have your attention please for some general safety and information announcements?”
2. “Please take note of all exits” (*point out the location of these exits*). “In the event of an evacuation, please leave the building by the nearest exit. If you require assistance, please let one of our volunteers know”.
3. “In the event of an emergency, all athletes will be accompanied by their coaches, and I would request that family members/friends do not try to locate any athlete until the all-clear has being given”
4. “The assembly points are located at (*give the location(s) of these points*)”.
5. Describe the location of the other main parts of the venue “(*e.g. Information Desk, Field of Play, Awards area, Public Cafe, Spectator areas, Bathrooms, Accessible Bathrooms, Staging Area*)”
6. “The Medical Centre is located (*give the location*). Medical volunteers are wearing the green bibs/t-shirts.”
7. “Should you have any safety or security concerns please let one of our Event Services volunteers, in the yellow bibs/T-shirts, know.”
8. “The Event Safeguarding Officer is ……………………..”
9. “In Special Olympics we require a respectful and inclusive atmosphere for all involved in our programme”.

# **Sports Announcements**

TEAM SPORTS

1. Warm Up

Would teams…. *give team(s) name*…begin their warmup?

1. Introduce Teams To The Public

‘On court number 1 now we have …. *give team name*…and on court number two we have…. *give team name*.

1. Announcement If A Team Is Late On Court

Would the…. *give team name…*please go to court number…*give court number*. Immediately. Thank you.

INDIVIDUAL SPORTS

1. Staging Announcement

Would athletes *…give athletes name and club…*participating in*…. give event title* and *number….* please go to the staging area immediately. Thank you.

1. Collect Athletes

Would the coach (s) from the *…give club name…*please pick up their athletes from the holding area a *give the location e.g. finish line/awards.* Thank you.

# **Award Script**

|  |
| --- |
| 1. “Ladies and Gentlemen, please direct your attention to the awards area for *give event title*” Announcer waits until the athletes are positioned in the awards presentation area.
 |
| 1. “It is my pleasure to announce the results of the *name the division* of the *age / gender* group for *event* for *sport”*
 |
| 1. “Presenting the awards will be *give their name*. Give a description of the presenter

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| 1. “In 8th place with a time / score of (*state the time / score*) is (*Name / Club*)

“In 7th place with a time / score of (*state the time / score*) is (*Name / Club*). Continue the same for 6th, 5th and 4th place.“Winning a Bronze medal with a time/score of (*state the time / score*) is (*Name / Club).* “Winning a Silver medal with a time/score of (*state the time / score*) is (*Name / Club)*. “Winning a Gold medal with a time/score of (*state the time / score*) is (*Name /* *Club)*.  |
| 1. “Ladies and Gentlemen, please recognise these outstanding athletes”
 |
| **Participation Ribbon** If a participation ribbon is being awarded to an athlete, this is the first presentation made in the ceremony – all other awards will follow in the relevant order.1. “Receiving a presentation award is: (*Name / Club*).   **Team Sports**1. “In 8th place is (*Club Name*)”; then list the team members (optional).

  |

# **Safety Script**

Code Words & Announcements

**“Will (***insert agreed code word***) please come to the**

*Venue Operations Centre (VOC) or Competition Management Office*, **Immediately?”**

The Event Manager or designated Deputy are the only persons authorised to instruct the Announcer to use the Alert Code word.

Venue Evacuation

The announcer should make the following announcement:

* **May I have your attention please?**
* **In the interests of Public Safety, it has become necessary to evacuate.**
* **Please follow the directions provided by the venue staff and move to the nearest exit.**
* **Remain calm and please do not run.**
* **Thank you.**

Repeat Announcement

# **Opening Ceremony Script**

Event Manager will deliver the Opening Ceremony speech:

* Welcome everyone
* Introduce the Competition Manager and mention communication protocol
* Safety announcements - mention the events services / medical volunteers in Hi-Viz / colour bibs

Event Manager will ask the people reading the oaths to come up:

**Athlete’s Oath:**

“Let me win. But if I cannot win, let me be brave in the attempt."

**Official’s Oath:**

"In the name of all judges and officials, I promise that we shall officiate in these Special Olympics Games with complete impartiality, respecting and abiding by the rules which govern them, in the spirit of sportsmanship."

**Coach’s Oath:**

"In the name of all coaches, we shall follow written and verbal instructions of Special Olympics officials at all times, have our athletes at the appropriate events and activities at the proper time and abide by the rules and policies, in the spirit of sportsmanship."

# **Closing Ceremony Script**

Script for MC - Venue Manager

* Attention – Please assemble for the Closing Ceremony
* Please give a warm welcome for the very last time to our amazing athletes.

|  |
| --- |
| Athletes led out to music; volunteers form a guard of honour. |

* First up we have [*give name*] from our Volunteer Team

|  |
| --- |
| Speech 1 is delivered by a venue volunteer |

* Now let’s welcome [*give name*] from (*give name of their Club*) who has a message on behalf of all our athletes.

|  |
| --- |
| Speech 2 is delivered by an athlete |

* Thank yous
	+ All Closing Ceremony speakers, sound production, facility liaison and any other significant people who should be acknowledged
* Finally we have [*give name*] who will formally close our Event.

|  |
| --- |
| Speech 3 is delivered by celeb/guest/facility owner |

* That’s the end of our ceremony, now let’s join together as our athletes march out!

**Speech 1: Volunteer**

Thank you

Hello everyone – My name is [*insert name*] and I have had the pleasure of volunteering in [*insert FA e.g. catering*] for this event. It’s truly an honour to have been asked to say a few words on behalf of the volunteers here in [*insert venue*]

Firstly I’d like to say well done to all the athletes whose commitment and dedication for their sport have made this such a wonderful, and thrilling, event. Thank you for showing us your talents and skills. Let’s give all our athletes a big round of applause!

[applause]

Our lives have been touched by all the athletes as well as their families and supporters, we’re thrilled we could be part of your event.

To all the volunteers – what can I say, everyone played their part, always smiling and willing to help. It’s been a pleasure to be a member of this brilliant and enthusiastic venue team. I have met some amazing people and formed great friendships. We’ve really shown what can be achieved when we all join together.

Over the past day / few days we’ve witnessed exciting and outstanding competitions, presented countless medals and ribbons, cried once or twice and laughed more times than I can count.

I wish everyone a safe trip home and hope we’ll be lucky enough to meet again.

**Speech 2: Athlete**

Thank you. Hello everyone, I am here on behalf of all the athletes who took part in this event. Did everyone have fun? I did!

I am from [*insert club / team name*] ……………………and have had a brilliant time in [*insert venue*] …………………. I competed in [*insert sport*] …………………………

I have been training for many months and it was worth all the hard work to be here for this event with you all.

I would like to thank all the families who have supported not only their own athlete but have cheered and clapped us all.

On behalf of the athletes I would like to thank all the coaches who give their time to help train, support and mentor all the athletes.

Most of all I would like to thank the volunteers who organised and worked so hard at this event and made it such a success.

3 cheers for the Volunteers!

Hip, Hip…(hooray!) …

Hip, Hip…(hooray!) …

Hip, Hip…(hooray!) …

Thank you for listening to me and safe journey home. Goodbye everyone and I hope to see you all again.

**Speech 3: Venue Owner or Local Dignitary** **(TBC)**

Good afternoon / event, everyone. I hope you’ve all had a fantastic day. My name is [*insert name*]

On behalf of [*insert local area/organisation*] I would like to thank all the people and organisations that have made today the success it has been.

Earlier, [*insert athlete’s name*] thanked all the volunteers – I’d like to repeat that thanks and commend the Venue Management Team on a fantastic few day (s) here in [*insert venue*].

I’d also like everyone here to join me in congratulating each and every athlete on their commitment to and enthusiasm for the competition(s) today / over the last few days.

**[applause]**

You should be very proud of your achievements, as are your families and coaches. Remember – you are all winners, in the words of the Special Olympics athletes’ oath, you have all been ‘brave in the attempt’.

**[applause]**

I wish you all a safe journey home.

Now finally, it is my honour to declare the in [*insert event name*] in [*insert venue*] formally closed. **[applause]**