



AREAS STANDING COMMITTEE

Checklist for carrying out Presentations

1. Confirm location of venue, date and time of finals and time expected at venue with Manager of Events/local organiser.
2. Confirm with Manager of Events title of event, sponsor and name of any other representatives who will attend final.
3. Wear blue blazer to final.
4. Time arrival at the latest to see the start of final game to provide support and encouragement to players.
5. On arrival at the venue make yourself known to ice rink representatives, management and umpires and introduce yourself to sponsor.
6. Accompany sponsor during the final particularly if he/she is unfamiliar with the sport and provide any explanations required.
7. Confirm with sponsor and organiser arrangements for prize giving. The usual practice is for the RCCC rep to:
 - Introduce yourself to the audience
 - Say a few words on behalf of the RCCC
 - Thank the ice rink and staff for hosting the event
 - Thank the umpires for their contribution
 - Comment briefly on the final
 - Congratulate the winner and runner up
 - Thank all the participants in the event for taking part and the spectators for their support
8. Introduce the sponsor by Name and Company and invite him/her to say a few words before presenting the prizes.
9. In turn starting with the semi-finalists (if appropriate) then runner up and winner announce each team by name and ice rink and ask them to come forward. Hand over the prizes to the sponsor to present. (The ice rink management or staff will often assist with this)
10. Present the prizes before handing over the trophy.
11. Invite the skip of the winning team to say a few words
12. Following the completion of the prize giving thank the sponsor publicly once again for their generosity in supporting the competition and for presenting the prizes. Wish everyone a safe journey home.
13. If a photographer is present, she/he will arrange for photos to be taken including the sponsor and yourself.
14. Before leaving the venue speak privately to the sponsor, ice rink manager, local organisers and umpires to thank them on behalf of the RCCC.