SCRABBLE NEW ZEALAND

Tournament Prize-giving Guidelines

Tournament: _____

Venue: _____

Date: _____

Presenter: _____

Presentation Coordinator: _____

Helper(s): _____

Photographer: _____

Purpose

These guidelines provide a consistent format for conducting a well-organised prize-giving ceremony at Scrabble New Zealand tournaments.

They are intended to recognise players appropriately, ensure presentations run smoothly, and clearly define the responsibilities of those assisting with the ceremony.

Note

A well-organised prize-giving ceremony leaves competitors with a lasting good mpression of the tournament.

Good preparation, thoughtful presentation, clear communication and smooth coordination between the Presenter, Presentation Coordinator, Helper(s) and Photographer contribute to an enjoyable conclusion to the event.

The ceremony reflects the public image of Scrabble New Zealand.

Before the Presentation

The Presentation Coordinator and Helper(s) should:

- Check that all trophies are present, clean and polished.
- Ensure plaques and engraving face the audience.
- Put trophies, certificates, prize envelopes and other awards in presentation order.
- Cover the presentation table with a clean, well-presented tablecloth.
- Check certificates and labelled prize envelopes against official tournament results.

Presentation Area

The Presentation Coordinator should ensure that:

- The presentation area is positioned close to the audience so everyone can clearly see and hear the proceedings.
- A microphone in working order is available if required for the size of the venue.
- The presentation area is tidy and free from boxes, bags, cables and other unnecessary items.
- There is no large empty space separating the presenters from the audience.
- The presentation table is positioned beside or slightly behind the Presenter.
- Adequate space is available for winners to assemble for photographs.

Presentation Roles and Responsibilities

The Presenter

- Welcomes everyone and opens the prize-giving ceremony.
- Makes the introductory announcement.

Suggested wording:

"Good afternoon everyone, and welcome to our tournament prize-giving. When your name is called, please come forward. Each award will be presented individually. After receiving your award, please remain at the front. At the conclusion of each grade presentation, recipients are asked to move to one side for a group photograph."

- Announces each award recipient.
- Presents each award.
- Shakes hands with each recipient.
- Leads the applause after each presentation.

The Presentation Coordinator

- Oversees the overall flow and appearance of the ceremony.

Responsibilities include:

- Briefing and assigning tasks to Helper(s).
- Confirming the presentation order with the Presenter.
- Ensuring awards are correctly arranged and ready.
- Passing each award to the Presenter.
- Preparing the next award while the current presentation is taking place.
- Liaising with the Photographer throughout the ceremony.
- Monitoring the presentation area's appearance.
- Resolving any unexpected issues discreetly without interrupting the ceremony.

Helper(s)

- Assist the Presentation Coordinator by:
- Bringing awards forward as required.
- Assisting recipients into position for photographs.
- Removing presented trophies and awards from the table where appropriate.
- Assisting with any other presentation requirements.

The Photographer

- Be ready before the ceremony begins.
- Photograph major award presentations where appropriate.
- Take a group photograph after each grade presentation.
- Photograph major trophy winners.
- Ensure photographs are complete before recipients disperse.

Presentation Sequence

Special Awards and Acknowledgements Present in the following order as applicable:

- Spot prizes
- Raffles
- Volunteer recognition
- Milestone awards
- Club Trophy
- Other tournament awards and achievements

Grade Awards Repeat the following sequence for each grade.

Presenter announces:

- Third Place
- Second Place
- First Place
- Highest Game Score
- Most Bonus Words

Recipients remain at the front until all awards for that grade have been presented.

Photographer

- Take the official group photograph.

Proceed to the next grade.

Presenter's Closing Remarks

- Congratulate all award recipients.
- Thank the Tournament Director and organising committee.
- Thank volunteers.
- Thank sponsors and supporters.
- Thank all players for participating.
- Invite everyone to the next tournament.
- Officially declare the tournament closed.