

SAMPLE XCC SECTIONAL AWARDS CEREMONY OUTLINE

First, make sure all athletes are seated in front with about a 5 meter deep and 10 meter wide area in front of the awards area. Also, do not start until all the parents are seated around the back of the athletes- this way all can stand. Make announcement if necessary.

Thank You's

Event Staff	• Volunteers • School staff
Participants	• Coaches • Athletes • Parents
Officials	Thank the officials and allow them to say a few words, if they would like.

Order of Presentation

Presentation	• Girls first, followed by Boys
Order	• Top 10 • Team • State Qualifying Individuals
Explanation of Qualification	• Top 3 teams advance to the state meet • Top Individuals not associated with a team • Top 7 individuals not associated with a team
Photos	• Indicate when photos may be taken (Top 10 and Qualifying Individuals photos may be taken during the presentation, team photos to be taken after the awards ceremony).
Audience	• Please do not leave the awards area until all presentations have concluded.
Expectations	• Encourage all attendees to cheer politely and appropriately.

Presentation

Top 10	Call up individuals for recognition, counting down from 10 to 1. Individuals should stay up front until all have been recognized. Group picture opportunity. "In 10 th place, with a time of 12:00 from Bloomington Graham, Student Name."
Team Awards	Call up qualifying teams for recognition, counting down from 3 to 1. Present plaque to winning team and ask teams to return to their seats. Reminder that team photos may be taken after the ceremony. "Our first state qualifying team, in third place with 85 points, Bloomington Graham."
Individuals	Call up qualifying individuals for recognition, starting with the highest placed qualifier moving to the 7 th . Individuals should stay up front until all have been recognized. Group picture opportunity.

Thank everyone again and ask them to please clean up their area.