



Chairperson:

Minimum Requirements:

- Identify venues for Opening Ceremonies & Athlete Dance (Powerplex)
- Coordinate VIP invitations, registration, and involvement in games. SONL will provide a list of Provincial VIP's to be included
- Ensure both Opening Ceremonies & Athlete Dance are athlete centered events
- Award presentations must be coordinated for each sport (awards provided by SONL)
- Coordinate Law Enforcement Torch Run (in conjunction with SONL)

Opening Ceremonies & Athlete Dance Checklist

Prior to Games

- Reserve venue, obtain schematics of venue and design the layout for Opening Ceremonies
- Establish a timeline for venue fit out and tear down following conclusion of Ceremonies
- Plan the time schedule and flow of Ceremonies (arrival and staging of all participants to departure following conclusion of ceremonies and coordinate with Transportation Committee)
- Ensure use of professional production company for sound, lighting, and stage
- Secure a torch, & cauldron. Ensure that all are safe and in working order (in conjunction with SONL)
- Work with the Fire Marshall to ensure all regulations and safety standards are in place and followed
- Secure a Special Olympics flag (SONL)
- Secure music for the Parade of Athletes (live or recorded). Secure rights if applicable
- Prepare specific instructions in writing for all speakers and participants including oaths (in conjunction with SONL)
- Establish line-up: Clubs should enter in alphabetical order, with host(s) marching in last
- A sign with the name of each club should be prepared and carried in front of the delegation (SONL)
- Invite and confirm a Master of Ceremonies (in conjunction with SONL)
- Select and train an athlete to carry the torch and light the cauldron; Additional athletes may be trained to participate in a torch relay
- Assign an escort to each club (Coordinate with Volunteer Committee)
- Identify a Special Olympics athlete to lead in saying the athletes' oath (in conjunction with SONL)
- Identify a Special Olympics coach to lead in saying the coaches' oath (in conjunction with SONL)
- Identify an official to lead in saying the officials' oath (in conjunction with SONL)
- Identify an individual to give Land acknowledgement (in conjunction with SONL)
- Invite and confirm special guests (in conjunction with SONL)
- Establish seating needed for special guests
- Decide the entertainment for the evening
- Determine number of volunteers needed, train the volunteers
- Plan flow of media, families/caregivers, and general spectators
- Plan communications needs: Radios, Cell Phones, etc.
- Schedule rehearsal time for all individuals having a role in the ceremony, including the Special Olympics athletes who have a special part. Ensure that all participants receive complete instructions and know where and when to report
- Develop alternate plan in case of inclement weather (if ceremony held outside)
- Within the 24 hours preceding the Ceremonies, conduct a risk management walk-thru to identify and resolve any issues related to health and safety
- Book DJ (music) for Athlete Dance

- In conjunction with Food Services Committee have snacks/beverages available for Team members at Athlete Dance

During Games

- Marshall athletes with help from the Chef de Mission(s)
- Welcome honoured guests and dignitaries
- Aid the production company as needed
- Keep track of schedule, adjust as required to stay on time
- Oversee the departure of athletes after the completion of the ceremonies

Post Games

- Tear down of venue
- Thank volunteers (in conjunction with SONL)
- Return equipment
- Arrange for return of cauldron
- Prepare final report

Award Presentation Checklist

Prior to Games

- Design medals and arrange production (in conjunction with SONL)
- Secure awards to be presented well in advance of the event. Work closely with SONL to determine number of awards required for each sport, based on number of participants in each division and event
- Finalize with SONL, the award presentation schedule for each sport
- Coordinate with SONL to determine location and arrangement of award area(s) with SO banners, appropriate decorations (flowers, plants, artwork, etc.) award podiums, public address system, and spectator seating area
- Prepare script for announcers
- Determine number of volunteers needed and ensure that volunteers receive proper training
- Based on the awards schedule and number of award presentations, secure honoured guests to present awards, and prepare a list of potential presenter substitutes in advance
- Develop a specific procedure for presenting awards
- Ensure that an alternative plan has been established in case of inclement weather (for outdoor events)
- Conduct a final walk-thru to identify any potential risk management issues

During Games

- Ensure award area is set up at each location
- Assemble/prepare awards for presentations
- Make sure that each presenter is briefed about the procedure and feels comfortable. Encourage those presenting awards to personally congratulate and reinforce the success of the athletes
- Ensure that each awards area has the required number of awards
- Identify a secure storage space for awards when not presented
- Meet and greet honoured guest medal presenters
- Stage athletes for awards
- Accompany athletes back to staging area following awards

Post Games

- Return surplus awards to the SONL
- Thank volunteers (in conjunction with SONL)
- Prepare final report

Event	Venue & Time	Notes
Opening Ceremonies	Powerplex	Must be athlete centered event
Athlete Dance	Powerplex	

Award presentations

- work in conjunction with SONL to determine medal/ribbon tally required

	Gold	Silver	Bronze	4th	5th	6th	7th	8th
Athletics (track & field)								
Aquatics (swimming)								
Bocce								
10 Pin Bowling								
Golf								
Powerlifting								
Rhythmic Gymnastics								
Soccer								
Softball								