

APPENDIX 31 PRESENTATIONS GUIDE AND SPECIAL GUEST HOST

* This role is normally performed by the designated school Principal.

- A. SPECIAL GUEST HOST**
- B. PRESENTATIONS GUIDE**

Order of Proceedings and Presidents Address

Procedure	Conducted by
1. <i>Trophies arranged on table in presentation order.</i>	<i>Carnival Manager</i>
2. <i>Assembly of team representatives (2 per age group).</i>	<i>Carnival Manager</i>
3. <i>Introduction</i>	<i>Carnival manager</i>
Background – This carnival in relation to the series of carnivals	
– previous carnival winners... (O/A)	
– special information	
4. <i>Introduce president or his/her representative</i>	<i>Carnival Manager</i>
5. <i>Presidents/Principal Address</i>	<i>President</i>
Special Information – (e.g. results on web)	
– other ACC information	
Thank you	
– Carnival Officials	
Referees (Track)	_____
Referees (Throws)	_____
Referees (Jumps)	_____
Starter	_____
Result Entry	_____

– First Aid	_____
– Catering School	_____
– Supervising Staff	_____
– Spectators	_____
– Team Coaches and Managers	
– Competitors (usually 80–100/team – approx 1000 out front)	
6. <i>Results</i>	<i>Carnival Manager reads</i>
Jnr Boys	Jnr Girls
Snr Boys	Snr Girls
Aggregate Boys	Aggregate Girls
Combined Aggregate	C/Ag Captains respond
President presents	
Captains receive	
NB: To enable the reading of each school’s placing (without the score) within each category, ask that student’s with–hold their cheering/clapping until the 2nd and 1st places and scores are read. (Alternative — only read the 1st placegetter’s place and scores.)	
7. <i>Conclusion</i>	<i>Carnival Manager</i>
Dismissal of spectators according to dismissal order (appendix 2).	
Dismissal of competitors.	