

INSTRUCTIONS FOR THE SPORTS AWARDS EVENING

Dear _____

Firstly congratulations on being selected as a finalist for the Aoraki Secondary Schools Sports Awards whether it is as an individual, team member or official. Along with your family and school you deserve to feel justifiably proud of ALL of your sporting achievements throughout the year that sees you being selected as a finalist in our prestigious Aoraki Secondary School Sports Awards.

We would appreciate if you would kindly follow the instructions below so that the whole evening flows without any hitches.

- Please be seated and settled at your table by 5.55pm at the very latest. (Best by 5.50pm)
- There will be a seating plan in the foyer and your school's name on a café "table stand".
- ALL finalist make their way onto the stage from "stage right" (same side as the M.C.)
- PLEASE line up in the order you are called. (Remember who you follow)
- The first called decides how far across the back of the stage the line needs to go. 8 = right across whereas just 3 or 4 means you can stay more central. (in front of the Trophy Table)
- First called = first up onto the stage; others please wait at the foot of the steps until the other finalists called before you have gone on to the stage.
- Assemble across the front of the Trophy Table at the back of the stage until you are called to receive your certificate. (Leave room for Ben)
- After receiving your certificate please return to your stage position in the line of finalists.
- When you all have your certificates the WINNERS will be announced.
- After their C.V.'s have been read & they have received their Winners Certificate & Trophy they will lead you off the stage exiting either side.
- IF you need any clarification then please see your Sports Coordinator.
- It is a "Continuous Finger Food" evening so don't come expecting a meal.

Every best wish for a most enjoyable evening.

Bob Pringle

(Aoraki Secondary Schools Sports Director)