

## ITTF Challenge Series – Sports Presentation

As our sport grows bigger and bigger in terms of sponsorship and spectatorship, it is important for the ITTF to improve the sport presentation in order to continue to attract the interest of people around the world in table tennis. Sport presentation has shown to be able to improve the overall presentation of the event and impress both live and TV spectators.

This following document will act as a guide to all organizing committees of the ITTF Challenge Series, on the important elements of sports presentation and the implementation of the elements.

There are 6 key elements for sports presentations: announcements, music,, lights, and march-in.

### 1. Announcements

#### 1.1 Personnel Required:

a. 1-2 Announcer

To provide spectators with key sports-specific information (eg. Format of play, rules etc.), and also remind the spectators of housekeeping information. The announcer will also be in charge of the announcements during the award ceremony, march-in ceremony.

#### 1.2 Required Documents:

a. Script:

Scripts	Specificities
Generic	Welcome speech and session conclusion*, emergency plans, security, public announcements**
Sport scripts	Rules, format of play Athlete introduction*
Victory ceremony	Name of prize winners, guest of honor, sequence of prize presentation*

\*Refer to annexes

\*\*Scripts of emergency plans, security and public announcements to be prepared by OC, as measures differ according to each country

Name of winners and guest of honor will be made available to announcer by organizing committee (OC).

No announcements should be made whenever there is a match going on, unless during timeouts or breaks of the match.

### 1.3 Example of a role of an announcer timeline (one show court):

Real time (HH:MM:SS)	Duration (HH:MM:SS)	Sequence	Announcements
-00:30:00 (30 minutes before 1 <sup>st</sup> point is played)	00:25:30	Crowd coming in	Housekeeping information/introduction of Challenge Series ( <b>Annex A</b> )
-00:04:30	00:00:30	Announcers' introduction	Refer to Match Introduction script ( <b>Annex B</b> )
-00:04:00	00:00:15	Announcement of 1 <sup>st</sup> athlete	Refer to Match Introduction script ( <b>Annex B</b> )
-00:03:45	00:00:30	1 <sup>st</sup> player runs in	
-00:03:15	00:00:15	Announcement of 2 <sup>nd</sup> athlete	Refer to Match Introduction script ( <b>Annex B</b> )
-00:03:00	00:00:30	2 <sup>nd</sup> player runs in	
-00:02:30	00:00:30	Umpire introduction	Refer to Match Introduction script ( <b>Annex B</b> )
-00:02:00	00:02:00	Players warming up	
00:00:00 (start of 1 <sup>st</sup> point)	00:05:00*	Start of first game	
00:05:00	00:01:00	End of first game	Housekeeping matters (no flash photography etc)
00:06:00	00:24:00*	Till end of match	No announcements to be made unless urgent matters
00:40:00	00:01:30-00:02:30	End of match	Presenter to approach winner
		End of session – crowd leaves	Refer to session conclusion script ( <b>Annex C</b> )
01:00:00*	00:00:20 – 00:00:30	Start of victory ceremony	Refer to award ceremony script ( <b>Annex D</b> )
01:00:30	00:00:30	Players march-in	
01:01:00	00:00:45	Athlete intro, medals and flowers presentation	Refer to award ceremony script ( <b>Annex D</b> )
01:01:45	00:00:30	Cheque presentation	Refer to award ceremony script ( <b>Annex D</b> )
01:02:15	00:00:45	Athlete intro, medals and flowers presentation	Refer to award ceremony script ( <b>Annex D</b> )
01:03:00	00:00:30	Cheque presentation	Refer to award ceremony script ( <b>Annex D</b> )

\*Timings are subject to changes according to live situations

## 2. Music

One of the essential elements of sports presentation is the music element. The aim of the music is to provide the spectators on what to expect, whenever different music is played.

Music should be played appropriately to the occasion and volume of music should also be adjusted accordingly. It is important that the sound system is being checked at least an hour before every new session starts, to ensure good quality sound.

An example of the Challenge Series music can be downloaded here:

<https://www.dropbox.com/sh/incs3rxs24p64gt/AADpbUp1QFNhM67JlbfEewAJa?dl=0>

These music includes:

- Official music full theme: ITTF\_Official-music\_Full\_theme
- Players march in: ITTF\_players\_march\_in
- Timeout: ITTF\_timeout\_1mn
- Conclusion of match: ITTF\_conclusion-match
- Bumper: ITTF\_bumper
- Awarding ceremony: Awarding Ceremony

Specifically, when only one show court is left, the Official ITTF music has to be played for the 1<sup>st</sup> timeout and break. For subsequently breaks and timeouts, local flavour music can be played to suit the local crowd.

The bumper shall be played to buffer transitions, which will be decided by the audio operator/music DJ.

## **2.1 Personnel Required:**

- a. Music DJ: operates the audio mixing console which will control all audio feeds and levels within the venue. Takes cues from the sport presentation manager
- b. Assistant for Music DJ: Assist the main Music DJ and also operate the audio playback device, takes cues from the sport presentation manager. Responsible for music tracks for pre-show and post-show periods etc

## **2.2 Equipment Required:**

### **2.2.1 Main speaker**

- Mid-range
- Bass
- Sub-bass

### **2.2.2 Delay speaker**

- Mid-range

### **2.2.3 Foyer speaker**

- Mid-range

### **2.2.4 Control system**

- Digital mixing console
- Analog mixing console
- CD player
- Wireless handheld microphone

<b>Real time</b> (HH:MM:SS)	<b>Duration</b> (HH:MM:SS)	<b>Sequence</b>	<b>Music</b>
-00:30:00 (30 minutes before 1 <sup>st</sup> point is played)	00:25:30	Crowd coming in	Local flavour music
-00:04:30	00:00:30	Announcers' introduction	ITTF_Official-music_full_theme (softer than announcer's voice)
-00:04:00	00:00:15	Announcement of 1 <sup>st</sup> athlete	ITTF_Official-music_full_theme (softer than announcer's voice)
-00:03:45	00:00:30	1 <sup>st</sup> player runs in	ITTF_Official-music_full_theme (softer than announcer's voice)
-00:03:15	00:00:15	Announcement of 2 <sup>nd</sup> athlete	ITTF_Official-music_full_theme (softer than announcer's voice)
-00:03:00	00:00:30	2 <sup>nd</sup> player runs in	ITTF_Official-music_full_theme (softer than announcer's voice)
-00:02:30	00:00:30	Umpire introduction	
-00:02:00	00:02:00	Players warming up	Local flavour music
00:00:00 (start of 1 <sup>st</sup> point)	00:05:00*	Start of first game	Music stops the moment match is going to start
00:05:00	00:01:00	End of first game	ITTF_break_1mn
00:06:00	00:24:00*	Start of second game till end of match	
		1 <sup>st</sup> Timeout during game	ITTF_timeout_1mn
		Subsequent breaks and timeouts	Local flavour music
00:40:00	00:01:30-00:02:30	End of match	ITTF_Conclusion-match
		End of session – crowd leaves	Local flavour music
01:00:00*	00:00:20 – 00:00:30	Start of victory ceremony	Awarding Ceremony
01:00:30	00:00:30	Players march-in	
01:01:00	00:00:45	Athlete intro, medals and flowers presentation	Awarding Ceremony (to be softer than announcer voice)
01:01:45	00:00:30	Cheque presentation	Awarding Ceremony
01:02:15	00:00:45	Athlete intro, medals and flowers presentation	Awarding Ceremony
01:03:00	00:00:30	Cheque presentation	Awarding Ceremony

### 3. Lights

Lights is an important element of sports presentation as it is able to enhance the atmosphere and also the spectators live experience in the stadium. The moment gates are opened to the spectators, lights of the stadium should be dimly lighted.

According to the directives of the Challenge Tour, the lights of the stadium must at least be a minimum of 1000lux.

#### 3.1 Equipment required:

##### 3.1.1 5R moving beams

OC are advised to use 5R Moving beams for effect lighting in the stadium



##### 3.1.2 Smoke/haze machine

Haze machine is recommended to create dramatic effect and build up atmosphere in the stadium, to be used during player entrance into the playing arena / prize presentation etc.



Real time (HH:MM:SS)	Duration (HH:MM:SS)	Sequence	Lights
-00:30:00 (30 minutes before 1 <sup>st</sup> point is played)	00:22:30	Crowd coming in	Dimly lighted
-00:07:30	00:02:00	Before march-in	Dark: Image mapping/laser light show
-00:05:30	00:01:00	Promo of 1 <sup>st</sup> athlete	Stadium to be dark
-00:04:30	00:00:30	1 <sup>st</sup> player runs in	Dark: lights to follow player as they run in
-00:04:00	00:01:00	Promo of 2 <sup>nd</sup> athlete	Stadium to be dark
-00:03:00	00:00:30	2 <sup>nd</sup> player runs in	Dark: lights to follow player as they run in
-00:02:30	00:00:30	Umpire introduction	Only show court is lighted
-00:02:00	00:02:00	Players warming up	
00:00:00 (start of 1 <sup>st</sup> point)	00:05:00*	Start of first game	
00:05:00	00:01:00	End of first game	
00:06:00	00:00:15	Players walking back to court	
00:06:15		Start of second game	
00:09:30*	00:01:00	1 <sup>st</sup> Timeout during game	
00:10:30		Continue match	
		Match in progress	
		Subsequent breaks and timeouts	
00:40:00	00:01:30-00:02:30	End of match	
		End of session – crowd leaves	
		Between matches	
01:00:00*	00:00:20 – 00:00:30	Start of victory ceremony	Stadium to be dark, start of light show
01:00:30	00:00:30	Players march-in	Only podium area to be lighted
01:01:00	00:00:45	Athlete intro, medals and flowers presentation	
01:01:45	00:00:30	Cheque presentation	
01:02:15	00:00:45	Athlete intro, medals and flowers presentation	
01:03:00	00:00:30	Cheque presentation	

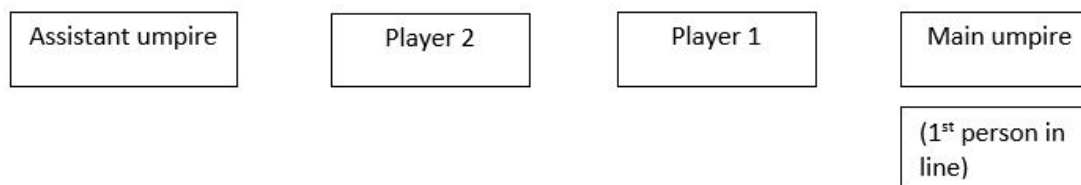
## 4. March-in

### 4.1 Players

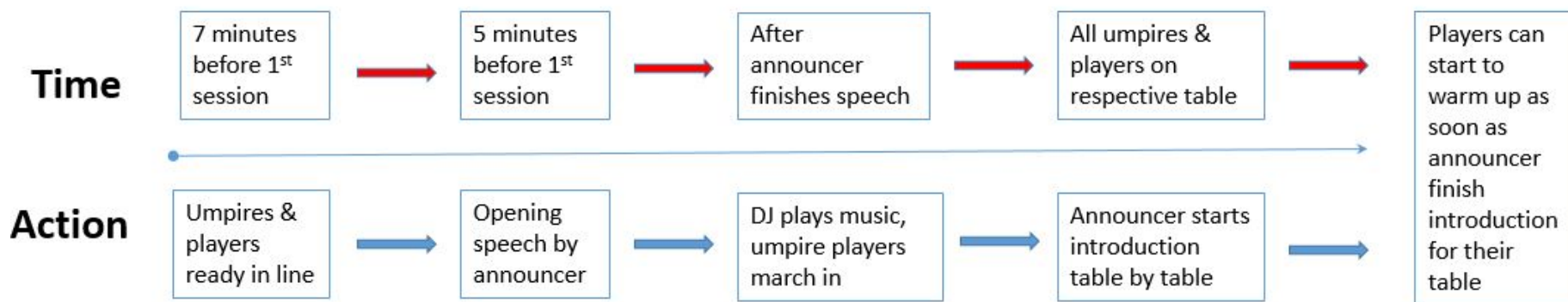
On days of **qualifications and the early rounds of the main draw**, a standard march in procedure is required for every 1<sup>st</sup> match of the session.

The march-in procedure will start 5 minutes before the official match time, which means that players have to report and be ready at the call area 10 minutes before the match starts.

The line-up will be in such order: the umpire of the match will lead the line, followed by the players, and the assistant umpire.



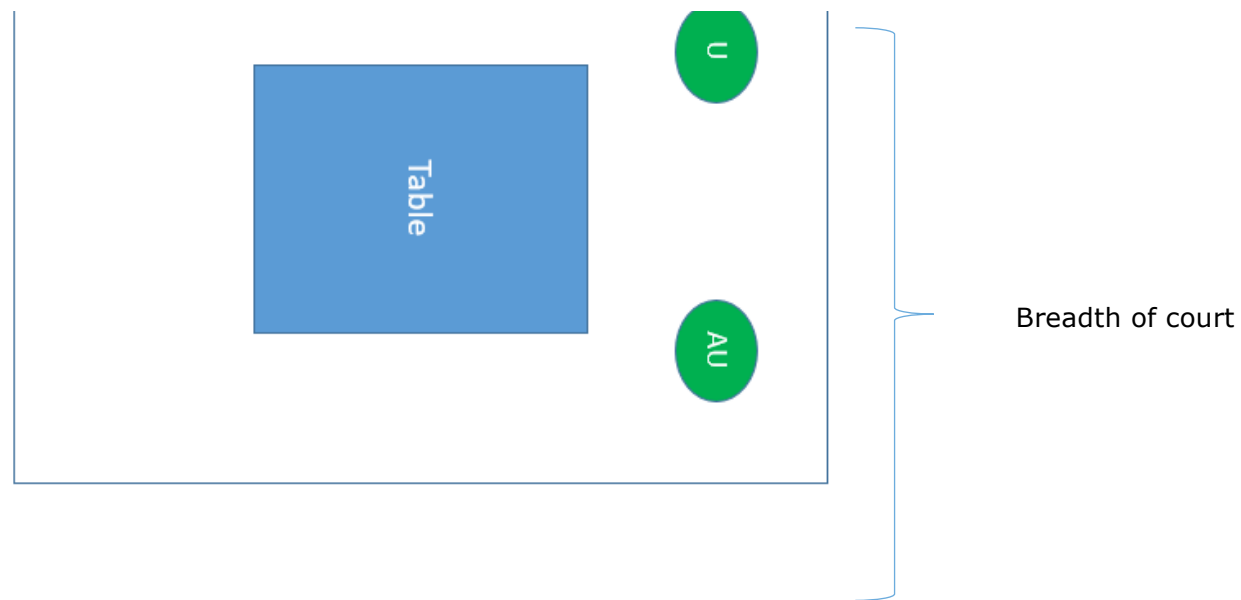
Here is a simple rundown of how the march-in procedure will commence





When there is only one show court left, a different march-in procedure will be used. The umpires and players will enter the arena separately.

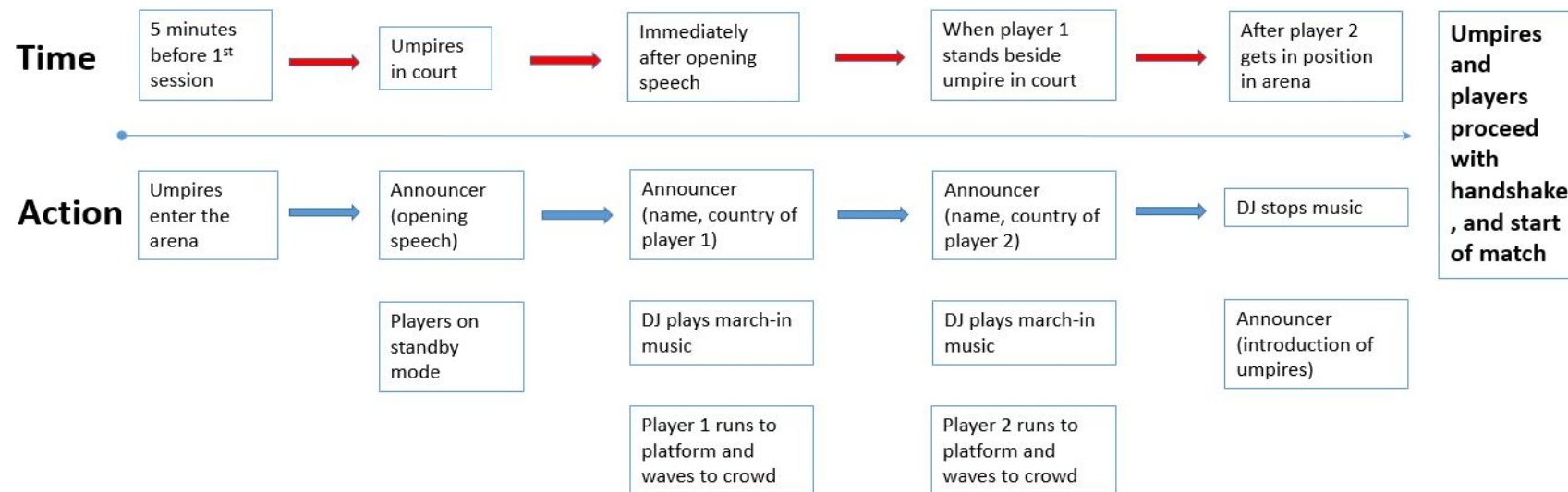
5 minutes before match time, the umpires will march into the arena and stand on the breadth of the court. Below is an example of the umpire's position after entering the arena. **NO** music will be played when the umpires make their way into the court.



\*U: Main umpire \*AU: Assistant Umpire

At the same time, the players must already be on standby position to make their entrance into the court.

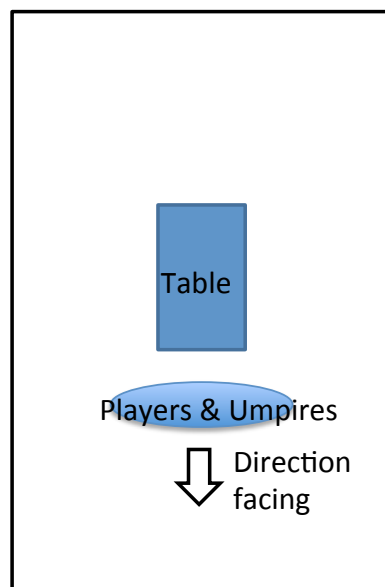
Below is a timeline of the march-in procedure when matches will be played in only one show court.



## 6.2 Standing Positions in Court

### 6.2.1 Without TV Production

When there is no TV production and streaming is done by Unas (itTV) with one camera, umpires and players are requested to stand in a position on court such that all persons are fully within the frame of the camera, by standing in front of the table instead of behind the floor stickers at the back of the court.

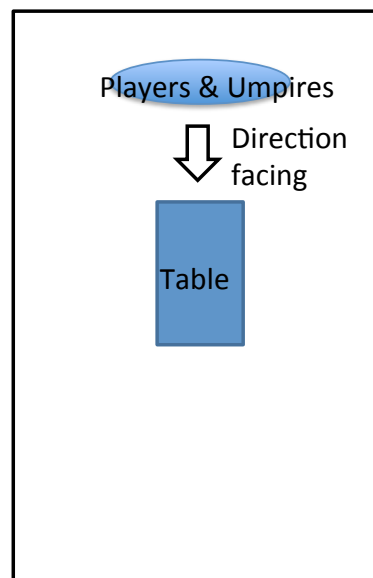


 Camera



### 6.2.1 With TV Production

When there is TV production, umpires and players are requested to stand behind the floor stickers at the back of the court, as the camera is adjustable to capture the players.



△ Main Camera

## 6.3 Walk-in/Walk-out procedures for Umpires

### 6.3.1 *Without formal presentation*

- Start of match:
  - a. Walk in as a team and go to respective station directly, without shaking hands.
- End of match:
  - a. Wait for your partner near the exit after all post-match duties are completed
  - b. Walk out as a team without standing at attention
  - c. Umpire to lead when walking out.

### 6.3.2 *With formal presentation*

- Start of match:
  - a. Follow directions of Referee/Competition Manager
  - b. Umpire and Assistant Umpire may shake hands
  - c. Nod when introduced, no stepping forward
- End of match:
  - a. Wait for your partner at the designated spot as directed by Referee/Competition Manager
  - b. If they is no instruction given, wait near the exit and walk out as a team without standing at attention
  - c. Umpire to lead when walking out.

## Annexes

### Annex A

Welcome to the 2018 ITTF Challenge Series, (country) Open.

The (country) open offers a total prize money of US\$\_\_\_\_, and there are a total of \_\_\_\_ players, competing in a total of 6 events.

Today, (eg. Women's Singles Round 3 and Men's Singles Round 3) sessions will be played.

## **Annex B**

### Match Introduction

#### **Start of 1<sup>st</sup> match of the session for qualification and early main draw matches:**

Good morning and welcome to the 2018 ITTF Challenge Series, (country) Open.

We will now commence with the qualification of the (eg. Women Singles) event.

- (Players and umpires march in, with march in music as background)

On Table 1, (1<sup>st</sup> player name) from (country), (2<sup>nd</sup> player name) from (country)

Umpire for the match, from (country), (name)

Assistant umpire, from (country), (name)

- Continue to introduce other players and umpires on other table

#### **Last day (morning session):**

Good morning and welcome to the final day of the 2018 ITTF Challenge Series, (country) Open

For the morning session, the semi-finals of the Women and Men Singles will be played.

- (umpires walk into the court at the same time)

Let's welcome the players of the 1<sup>st</sup> Women Singles semi-final.

Player 1: Representing (country), (name)

- (Player runs out to court)

Player 2: Representing (country), (name)

- (Player runs out to court)

Umpire for the match, from (country), (name)

Assistant umpire, from (country), (name)

Sit back and enjoy the match!

**Last day (afternoon session):**

Good afternoon and welcome to the final session of the 2018 ITTF Challenge Series, (country) open.

This session will proceed with the finals of the doubles event, followed by the finals of the singles event.

- (umpires walk into the court at the same time)

**When one show court is left**

**(For Doubles)** Let's welcome the players of the Women Doubles final.

Pair 1: Representing (country), (name) and (name)

Pair 2: Representing (country), (name) and (name)

Umpire for the match, from (country), (name)

Assistant umpire, from (country), (name)

Sit back and enjoy the match!

**(For Singles)**

Let's welcome the players of the Women Singles final

Player 1: Representing (country), (name)

- (Player runs out to court)

Player 2: Representing (country), (name)

- (Player runs out to court)

Umpire for the match, from (country), (name)

Assistant umpire, from (country), (name)

Sit back and enjoy the match!

**(After end of final match)**

Ladies and Gentlemen, we hoped that you have enjoyed the exciting matches put up by the players. Don't leave yet as the awarding ceremony will be coming up shortly!



## **Annex C**

### Session Conclusion

#### **(Night)**

Thank you Ladies and Gentlemen, we hope that you have enjoyed the exciting matches today. Please join us again tomorrow morning for another day of excitement, the first match will commence at (time).

Thank you and have a good night

(Music starts)

#### **(Morning) – For final day**

We have now come to the end of the morning session. Please join us again in the afternoon at (time) for both the finals of the doubles and singles event.

Thank you and see you again later.

(Music starts)

## Annex D

### Award Ceremony

Welcome to the awarding ceremony of the 2018 ITTF Challenge Series, (country) Open.

Ladies and Gentlemen, please welcome the officials and the winners of the XXX event.

*Action: players and officials go to their position, led by someone*

2<sup>nd</sup> place goes to (name) from (country)

*Action: Players stands on 2<sup>nd</sup> tier of the podium and waves to the crowd*

The trophy/medal and flowers will be presented by: Mr/Ms/Mrs/Mdm (name), (position) of (company/organisation name)

*Official walks up, and collects the flowers from the hostess, shakes the players' hand and gives them the flowers. Then the official collects the medal from the hostess and puts it around the player's neck and then walks back to their starting position.*

And now, let's put our hands together for the XXX event Champion of the 2018 ITTF Challenge Series, (country) Open.

(Name) from (country)

*Action: Player stands on 1<sup>st</sup> tier of the podium and waves to the crowd*

The trophy/medal and flowers will be presented by: Mr/Ms/Mrs/Mdm (name), (position) of (company/organisation name)

*Official walks up, and collects the flowers from the hostess, shakes the players' hand and gives them the flowers. Then the official collects the medal from the hostess and puts it around the player's neck and then walks back to their starting position.*

I would like to invite the officials and players to come for a photo session.

*Action: Officials are escorted by the hostesses and stand in front of the podium for a photo.*

And now just our winners

*Action: The hostesses escort Officials away from the podium.*

*(After awards has been given out for ALL events)*

Congratulations again to all the winners and thank you all for attending the 2018 ITTF Challenge Series, (country) Open.