## 2020 ITTF World Tour– 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.

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

The LOC **must** appoint a sports presentation manager to work with the ITTF competition manager & Media Officer prior to the event to implement the entire sport presentation onsite to described in the following document. A properly run sports presentation will allow fans to have a unique and memorable experience outside of just table tennis and will encourage them to come back for more.

There are **6** key elements for sports presentations:

1. Announcements
2. Music
3. LEDs and Videos walls
4. Lights
5. Performance & interactive activities
6. March-in

*Updated 29 October 2019

## 1. Announcements

**1.1    Personnel Required:**

**a.    1-2 Presenter (on-field)**

The role of the presenter is to encourage spectator participation during dead time and also for TV presentation.

The presenter must be bilingual in both the host country's language and English with clear and concise pronunciation.

As the presenter also acts as an anchor for TV presentation, the presenter should have some experience presenting in front of live television. Live segments include interviews with players, coordinating crowd interaction by having quizzes and games during breaks.

During dead time, the presenter should play the role in educating the audience by feeding them with entertaining information, giving them an insight of the sport.

A wireless handheld microphone should be available for the presenter.

**b.    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<br>Athlete introduction* |
| Victory ceremony | Name of prize winners, guest of honour, 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).

**1.3     Example of a role of an Presenter (P) & Announcer (A) timeline (one show court):**

| Real time<br>(HH:MM:SS) | Duration<br>(HH:MM:SS) | Sequence | Activities |
|---|---|---|---|
| -00:30:00 (30 minutes before 1st | 00:22:30 | Crowd coming in | P: Start engaging the crowd<br>A: Housekeeping information/introduction of World Tour (**Annex A**) |

| | | | |
|---|---|---|---|
| point is played) | | | |
| -00:07:30 | 00:02:00 | Before march-in | |
| -00:05:30 | 00:01:00 | Promo of 1st athlete | A: Refer to Match Introduction script (**Annex B**) |
| -00:04:30 | 00:00:30 | 1st player runs in | A: Refer to Match Introduction script (**Annex B**) |
| -00:04:00 | 00:01:00 | Promo of 2nd athlete | |
| -00:03:00 | 00:00:30 | 2nd player runs in | A: Refer to Match Introduction script (**Annex B**) |
| -00:02:30 | 00:00:30 | Umpire introduction | A: Refer to Match Introduction script (**Annex B**) |
| -00:02:00 | 00:02:00 | Players warming up | |
| 00:00:00 (start of 1st point) | 00:05:00* | Start of first game | |
| | 00:24:00* | Between games till end of the match | A: Housekeeping matters (no flash photography etc) – when required. |
| | 00:01:30-00:02:30 | End of match | P: Presenter to approach winner for on court interview |
| | 00:04:00 | Between matches | P: Presenter to keep crowd engaged and ready for the next match. |
| | | End of session – crowd leaves | Refer to session conclusion script (**Annex C**) |
| | 00:00:20 – 00:00:30 | End of Final - Start of victory ceremony | Refer to Point 5. Award Ceremony (page 14) |

*Timings are subject to changes according to live situations

## 2. Music

One of the essential elements of sports presentations is the music element. The aim of the music is to provide the spectators on what to expect, whenever different music is played. Music has the ability to generate suspense, anticipation and excitement from the spectators.

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.

These music includes:

- Official music full theme: ITTF_Official-music_Full_theme_loop

- Players march in: March IN Full Loop (when more than 2 tables are used)
- Breaks: Break – KING (used for break between followed by matches)
- Timeout: Time Out - SMASH
- Conclusion of match (played only when one show court is left): Conclusion match - KING
- Awarding ceremony: Awarding Ceremony

**For Finals, there is a different version for:**

- Players march in: Finals March in
- Timeout: Finals Time Out
- Conclusion of match: Finals Conclusion

The World Tour music can be downloaded here: https://www.dropbox.com/sh/xqp8yeped8yailm/AADayH4_Bs2PqaJ_hWfwqJrta?dl=0

Specifically, when only one show court is left, the Official ITTF music has to be played for the 1st 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

**2.3 Example of music rundown**

| Real time (HH:MM:SS) | Duration (HH:MM:SS) | Sequence | Music |
|---|---|---|---|
| -00:30:00 (30 minutes before 1st point is played) | 00:22:30 | Crowd coming in | Local flavour music |
| -00:07:30 | 00:02:00 | Before march-in | Music from image mapping or laser light show |
| -00:05:30 | 00:01:00 | Promo of 1st athlete | |
| -00:04:30 | 00:00:30 | 1st player runs in | March IN Long  (1:30 mins) March IN Short  (1:00 mins) |

| | | | |
|---|---|---|---|
| | | | Depends on how far the entrance is from Field of Play |
| -00:04:00 | 00:01:00 | Promo of 2nd athlete | |
| -00:03:00 | 00:00:30 | 2nd player runs in | March IN Long (1:30 mins) March IN Short (1:00 mins) Depends on how far the entrance is from Field of Play |
| -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 1st 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 | Official theme music for first break. Local Flavour music |
| 00:06:00 | 00:24:00* | Start of second game till end of match | |
| | | 1st Timeout during game | Time out |
| | | Subsequent breaks and timeouts | Local flavour music |
| 00:40:00 | 00:01:30-00:02:30 | End of match | Conclusion match |
| | | Scenario: while waiting for followed by matches to start | Local flavour music when no activities are happening. Music volume to be soften when Presenter is engaging the crowd |
| | | End of session – crowd leaves | Local flavour music |
| 01:00:00* | 00:00:20 – 00:00:30 | End of Final - Start of Award Ceremony | Awarding Ceremony Music. Volume to be soften when Presenter is engaging the crowd |
| Refer to Point 5. Award Ceremony (page 14) | | | |

## 3. LED & Video Walls

### 3.1 Types of LED & Video Walls:

a. Central Screen (i.e Big screen)

b. LED Surrounds

c. LED Gate

To be used for different purposes:

| | | Central Screen | LED Screens |
|---|---|---|---|
| 1 | Sponsors' Recognition | • Event backdrop<br>• Sponsor information<br>• Sponsor video ad | • Rotating sponsor advertisement (single colour OR full colour)<br>• Sponsor video ad |
| 2 | Information & presentation graphic | • Player March-in video<br>• Scoreboard<br>• Daily schedule<br>• Road to final<br>• Key moments: winner<br>• Event intro video<br>• Engagement activities with fans – cheer/clap along to a beat etc<br>• Social media integration (live tweet feed etc)<br>• ITTF video archive (will be provided upon request) | • Event name + round<br>• Player's introduction (name, country, ranking)<br>• Match info such as: game point, timeout, match point, winner<br>• March-in graphics in sync with music |
| 3 | Award Presentation | • Event backdrop<br>• Winner's competition highlights<br>• Award presentation category (Men's Singles, Women's Singles etc) | • Player's name<br>• Award presentation category (Men's Singles, Women's Singles etc) |
| 4 | Others | • Finals Promo Video<br>• Live footage | |

| | | • Alternative video angles | |
| | | • TTR Video replay system (if applicable) | |

**\*Please refer to Annex D for more information**

If the LOC would like, a **LED gate** could be used for player's intro at the same time as the central screen. Refer to examples for more information.

### 3.2    Personnel Required:

a. Video Desk Manager (VDM) : Oversee the operation of all video assest by switching between several various feeds going live to the video wall.

b. Video playback operator: assist the VDM, choosing the appropriate images/videos to play on the screen.

c. LED Surrounds operator: assist the VDM, ensuring that the right rotation and information turns up on the LED surrounds.

Together with the ITTF, the organizing committee has to make sure that video assets require are prepared in advance for the next day.

### 3.3    Equipment required

3.3.1 Central screen in the stadium

3.3.2 Seamless switcher

3.3.3 Video desk console

3.3.4 LED surrounds (Preferable height for LED is 0.75m-0.8m, maximum height allowed is 1m)

- Short Side ~ 8m (with A-corners) or 10m (without A-corners)
- Long Side ~ 16m
- High refresh rate (for slowmo cameras)
- Ideal pitch distance – no more than 6mm

   *\*Refer to Annex E for LED show court setup*

**3.4 Example of use of LED and Video Wall at the Liebherr 2019 World Table Tennis Championships:**

Player Intro



Match Information



Sponsor Advert



LIVE FEED + GAME POINT

**3.5 Example of LED Central Screen Rundown (when down to 1 table)**

| Real time (HH:MM:SS) | Duration (HH:MM:SS) | Sequence | Video |
|---|---|---|---|

| | | | |
|---|---|---|---|
| -00:30:00 (30 minutes before 1st point is played) | 00:22:30 | Crowd coming in | Sponsors advert<br>ITTF Video Archives<br>Fan interaction videos<br>Others |
| -00:07:30 | 00:02:00 | Before march-in | |
| -00:05:30 | 00:01:00 | Promo of 1st athlete | Athlete promo/highlights video |
| -00:04:30 | 00:00:30 | 1st player runs in | Live feed from camera |
| -00:04:00 | 00:01:00 | Promo of 2nd athlete | Athlete promo/highlights video |
| -00:03:00 | 00:00:30 | 2nd player runs in | Live feed from camera |
| -00:02:30 | 00:00:30 | Umpire introduction | Live feed from camera |
| -00:02:00 | 00:02:00 | Players warming up | Live feed from camera |
| 00:00:00 (start of 1st point) | 00:05:00* | Start of first game | Scoreboard/LIVE Broadcast feed |
| 00:05:00 | 00:01:00 | End of first game | Live feed from camera/replay points from game |
| 00:06:00 | 00:00:15 | Players walking back to court | Animations such as clap, make some noise |
| 00:06:15 | | Start of second game | Scoreboard |
| 00:09:30* | 00:01:00 | 1st Timeout during game | Live feed from camera/replay points from game |
| 00:10:30 | | Continue match | Scoreboard |
| | | Match in progress | |
| | | Subsequent breaks and timeouts | Live feed from camera/replay points from game |
| 00:40:00 | 00:01:30- 00:02:30 | End of match – between match | Highlight of previous match |
| | | End of session – crowd leaves | |
| 01:00:00* | 00:00:20 – 00:00:30 | Start of victory ceremony | Live feed from camera |

### 4. Lights

Lights is an important element of sport 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.
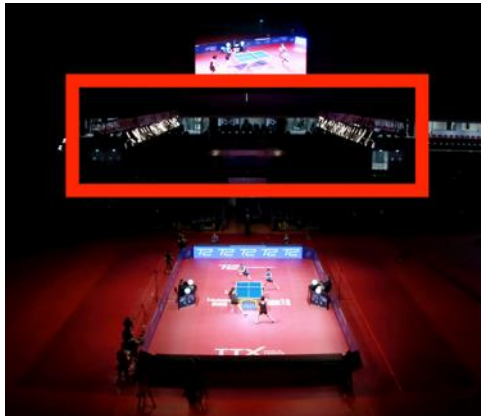
According to the directives of the World Tour, the lights of the stadium must at least be a minimum of 1500lux.

To enhance the experience of TV audiences, it is **mandatory for all World Tour events** to provide dedicated lighting for one show court on the last 2 days of the tournament.

Below are some examples of using a lighting rig to only light up the playing arena of 1 show court. If the stadium is unable to provide lights specifically for the playing arena, it is advised to install a lighting rig or find other possible solutions. Dimensions of the lighting rid should be bigger than the dimensions of the playing arena for the entire arena to be well and evenly lit.



## 4.1    Equipment required:

### 4.1.1    5R moving beams
OC are advised to use 5R Moving beams for effect lighting in the stadium

### 4.1.2 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.



### 4.2 Example Lights Rundown

| Real time (HH:MM:SS) | Duration (HH:MM:SS) | Sequence | Lights |
|---|---|---|---|
| -00:30:00 (30 minutes | 00:22:30 | Crowd coming in | Dimly lighted |

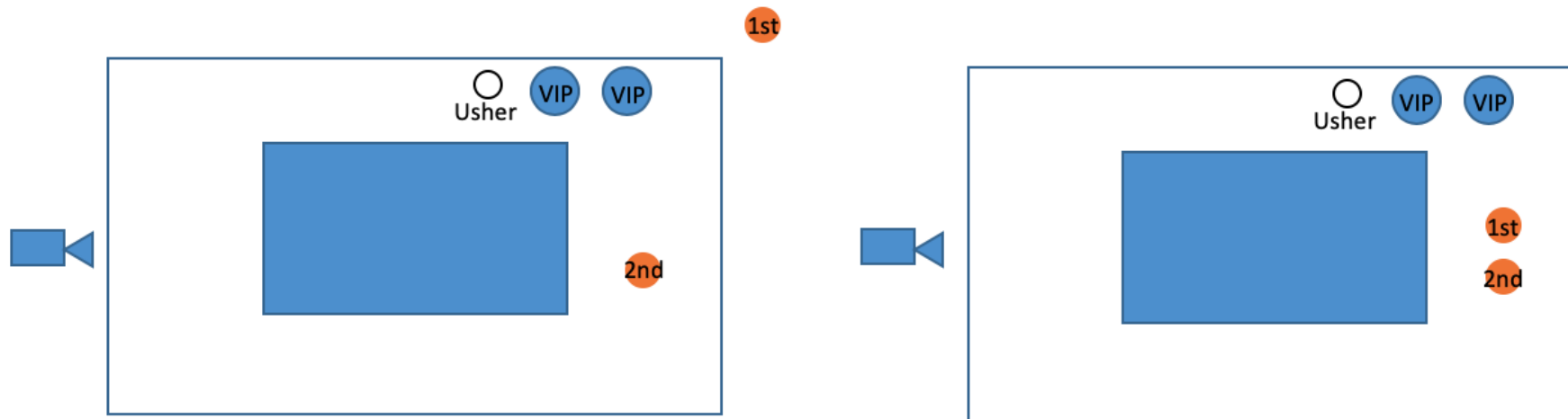| | | | |
|---|---|---|---|
| before 1st point is played) | | | |
| -00:07:30 | 00:02:00 | Before march-in | Dark: Image mapping/laser light show |
| -00:05:30 | 00:01:00 | Promo of 1st athlete | Stadium to be dark, focus on player's entrance |
| -00:04:30 | 00:00:30 | 1st player runs in | Spot light to follow player as they run in to the court |
| -00:04:00 | 00:01:00 | Promo of 2nd athlete | Stadium to be dark, focus on player's entrance |
| -00:03:00 | 00:00:30 | 2nd player runs in | Spot light to follow player as they run in to the court |
| -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 1st point) | 00:05:00* | Start of first game | |
| 00:05:00 | 00:01:00 | End of first game | |
| 00:06:00 | 00:00:15 | Player back in their corner | Spot light can be used to highlight players |
| 00:06:15 | | Start of second game | Only show court is lighted |
| 00:09:30* | 00:01:00 | 1st Timeout during game | Spot light can be used to highlight players |
| 00:10:30 | | Match in progress | Only show court is lighted |
| | | Subsequent breaks and timeouts | Spot light can be used to highlight players |
| 00:40:00 | 00:02:00 – 00:03:00 | End of match – On Court Interviews. | Spot to be focus on player and interviewer. |
| | 00:05:00 | End of match – Between Matches. | Venue to remain dimly lit in anticipation of next match. |
| | | End of session – crowd leaves | House lights to be turned on |
| 01:00:00* | 00:00:20 – 00:00:30 | Start of victory ceremony | Show court lights only |

## 5. Award Ceremony

For the Award Ceremony in 2020, all prize presentations will be held **on court** immediately after the finals of each match. It is very important that award ceremonies are rehearsed in advance so that everyone knows the procedure and their respective roles.

Below is a brief running order of award ceremony the full script can be found in Annex D.



1. VIPs are invited to take their places.
2. Runner up is invited on to the court first and presented the award.
3. Champion is then invited on the courts and presented the award. Runner up to stay on the same spot
4. A photo taking with both VIP should be done after the awards are given. VIP and Players are then usher off.

### 6. Performances and Interactive Activities

A high quality entertainment has the ability to make an event spectacular in a truly magical way and also generate bigger crowds for future events.
They can be scheduled in between breaks/matches which will be the source of entertainment for the spectators.

The organizing committee can choose to have performance that will showcase the culture of the country or city. Performance can range
from jugglers, magicians, bands, singers, dancers etc.

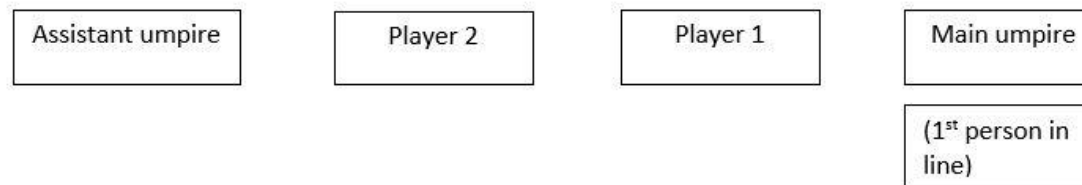| Start time/Scenario | Performance | Remarks |
|---|---|---|
| 30-10 mins before session starts | Presenter and spectators interaction<br><br>Performance will end about 10 mins before session commences | Organize quizzes, games etc |
| Between matches/sessions | Short performance or activity that will entertain the crowd while waiting for the next match to start | E.g Sponsored give away, fan Q&A, local performances, exhibition matches. |
| After matches | On court interviews with athlete/coach | To be conducted by Presenter. Also to invite players to sign balls and hit up the spectator seats for fans (up to decision of organizing committee) |

## 7. March-in

### 7.1 Players

**Qualifications and the early rounds of the main draw**

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

| Assistant umpire | Player 2 | Player 1 | Main umpire |
|---|---|---|---|
|  |  |  | (1st person in line) |

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

| | | | | | |
|---|---|---|---|---|---|
| **Time** | 7 minutes before 1st session | 5 minutes before 1st session | After announcer finishes speech | All umpires & players on respective table | Players can start to warm up as soon as announcer finish introduction for their table |
| **Action** | Umpires & players ready in line | Opening speech by announcer | DJ plays music, umpire players march in | Announcer starts introduction table by table | |

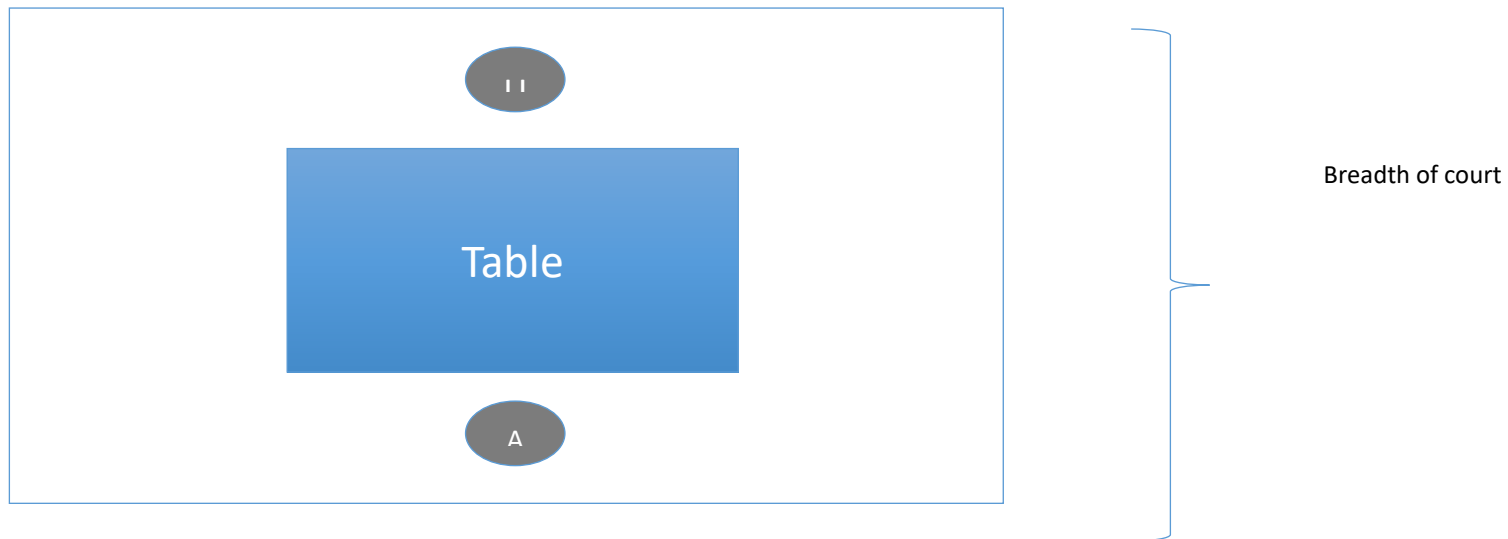**One Show Court**

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.

Players will stand to the side of the main umpire upon entering the court. Once both pairs/players are in position, umpires will proceed with the coin toss.

Table
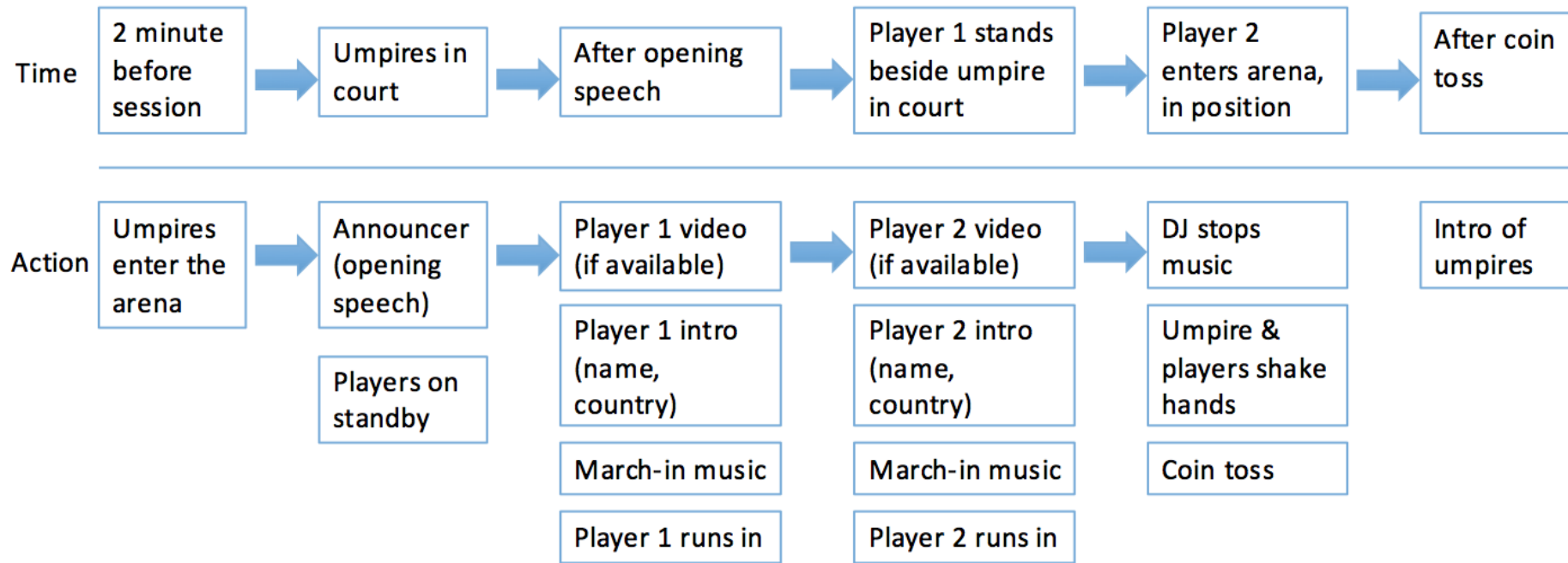
Breadth of court

*U: Main umpire *AU: Assistant Umpire

*Position of main umpire and assistant umpire is dependent on the layout of the umpire tables*

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.

| Time | 2 minute before session | → | Umpires in court | → | After opening speech | → | Player 1 stands beside umpire in court | → | Player 2 enters arena, in position | → | After coin toss |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Action | Umpires enter the arena | → | Announcer (opening speech)<br><br>Players on standby | → | Player 1 video (if available)<br><br>Player 1 intro (name, country)<br><br>March-in music<br><br>Player 1 runs in | → | Player 2 video (if available)<br><br>Player 2 intro (name, country)<br><br>March-in music<br><br>Player 2 runs in | → | DJ stops music<br><br>Umpire & players shake hands<br><br>Coin toss | | Intro of umpires |

Note: A final teaser video will be played before player march in for the finals of World Tour Platinum events. ITTF will provide the video.

A player march-in video for each player should be played and use to introduce each player. Sample video of Men's Singles Final march-i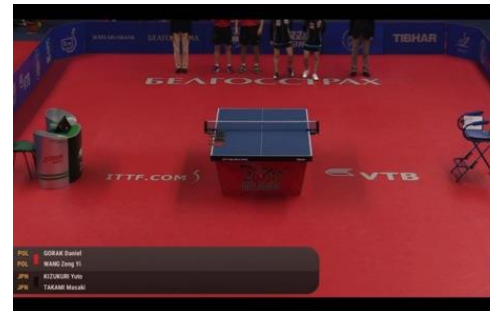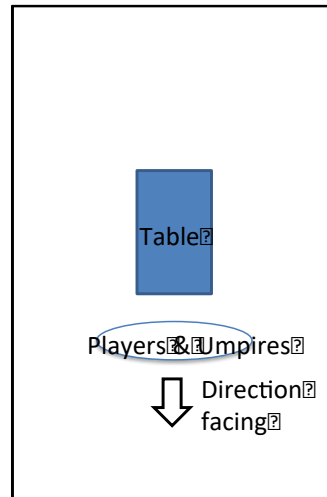n video at the 2015 World Table Tennis Championships: **https://www.dropbox.com/sh/1n0szxz3ak0chjw/AAB97QUwdjJKvSlGhZsVN5a1a?dl=0**

## 7.2    Standing Positions on Court

**7.2.1 Without TV Production**

When there is no TV production and streaming is done by Sport Radar (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, unless the CM advises differently.
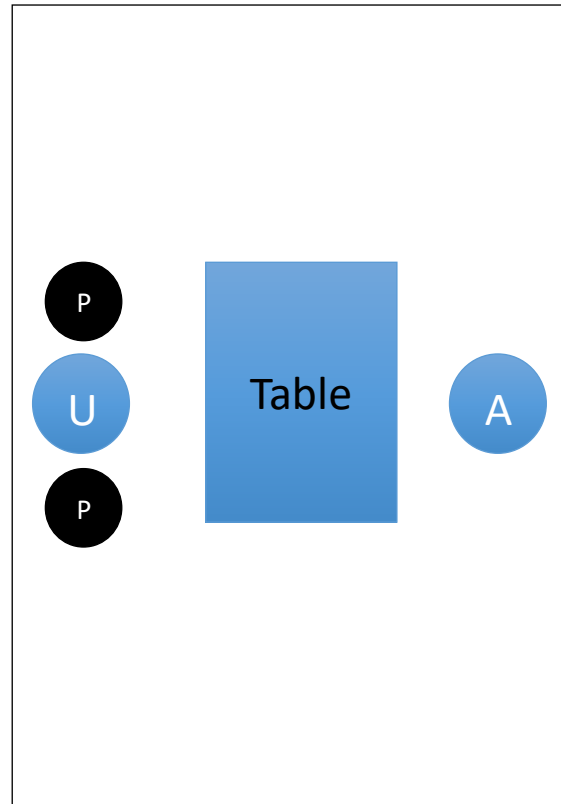
**7.2.2 With TV Production and more than 1 table**

<u>Players to march in with umpires and assistant umpires</u> as before but stand according to the following diagram:

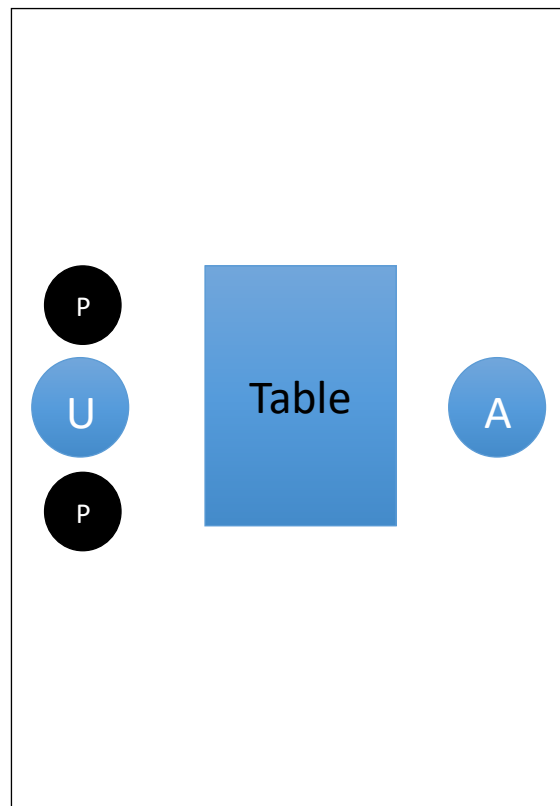Player A to stand on the Umpire's right and Player B on Umpire's left.

### 7.2.3 With TV Production and down to 1 table

When there is TV production, umpires will march in first and stand according to their position on court. The players will march in one by one after introduction, and stand beside the main umpire when they enter the court.

The coin toss will proceed immediately after both players/pairs have entered the court.



*Position of main umpire and assistant umpire is dependent on the layout of the umpire tables*

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

**7.3.1 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.

**7.3.2 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**

<u>Introduction of World Tour – before start of session</u>

Ladies, gentleman, fans of Table Tennis! Welcome to the <Tour Title> 2020 ITTF World Tour, (country) Open.

The <Tour Title> 2020 ITTF World Tour is the world's best Table Tennis series which consists of 2 tiers – The ITTF World Tour and ITTF World Tour Platinum.

The best players are here in (country) to battle it out for a total prize money of US$_____. There are a total of ____ players, competing in a total of 5 events.

Players will be competing to qualify for the prestigious ITTF World Tour Grand Finals, where the Top 15 male and female players of the year will face off in an Epic showdown of speed, skill and technique.

Today, on day X of competition, the (eg. Women's Singles Round 3 and Men's Singles Round 3) sessions will be played.

**Annex B**

Match Introduction

**Start of 1st match of the session for qualification and early main draw matches:**

Once again, good morning and welcome to (location). [e.g Stockholm, Chengdu, Olomouuc.]

It is now time to kick things off at the <Tour Title> 2020 ITTF World Tour, (country) Open! We will now commence with the (first event of the session). Let us welcome the players and umpires.

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

On Table 1, (1st player name) from (country), (2nd player name) from (country)

On Table 2, (1st player name) from (country), (2nd player name) from (country)

- Continue to introduce players on all tables before introducing the umpires.

Umpire for the match on Table 1, from (country), (name)

Assistant umpire, from (country), (name)

**When one show court is left**

**(For Doubles)**

*And now, the moment you have been waiting for* (modify accordingly), let's welcome the players of the Women's Doubles final.

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

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

- Handshake between players and umpires
- Umpires to proceed with coin toss

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

Assistant umpire, from (country), (name)

Sit back and enjoy the match!


**(For Singles)**

*You have seen them fight to get here and everything comes down to this!* (Modify accordingly) Let's welcome the players of the Women's Singles final!

Player 1: Representing (country), (name)

- (Player runs out to court)

Player 2: Representing (country), (name)

- (Player runs out to court)

Handshake between players and umpires

- Umpires to proceed with coin toss

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 pulsating final but don't leave yet as the awarding ceremony will be coming up shortly!

**Annex C**

<u>Between Sessions</u>

We have now come to the end of the morning/afternoon session. Please join us again at (time), as the (quarter-finals) of the (Men's Singles) continues!

<u>End of last Session of the Day</u>

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)

<u>End of event (Closing)</u>

With that, it concludes all the events from the <Tour Title sponsor> 2020 ITTF World Tour, (country) Open. We hope that you had an amazing time here in (location). From everyone here, thank you and have a good night. See you again next year at the 2021 ITTF World Tour, (country) Open.

**Annex D**

<u>Award Ceremony</u>

Welcome to the awarding ceremony of the <Tour Title sponsor> 2020 ITTF World Tour, (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*

Runner-up place goes to (name) from (country)

*Action: Player usher onto court 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 <Tour Title sponsor> 2020 ITTF World Tour, (country) Open. (Name) from (country)

*Action: Player usher onto court 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 for a photo with the players.*

And now just our winners

*Action: The hostesses escort Officials away from the podium OR off the court*

(After awards has been given out for ALL events)

Congratulations again to all the winners and thank you all for attending the <Tour Title sponsor> 2020 ITTF World Tour, (country) Open. Up next we have the XXX Finals **OR** "closing"

**Annex E**

Sponsorship LED Boards Usage during Match

During the match, the Sponsorship LED board used should be the single-coloured logo version (grey logos). The sponsor's logos should only be changed between points, not when the ball is still in play. Example:



Sponsorship LED Boards Usage between Match

Between the matches, if the LED boards are not used for other sport presentation purposes, the multi coloured adverts can be used to provide additional exposure to sponsors. Ideally to use a white base and shown below.

Video adverts can also be used on the surrounds during breaks between matches.

**Show Court Setup**
Number of surrounds: 36+4 surrounds
Size of surrounds: 1.4m length x ~75cm height
Short side LEDs: 9.6m or 10m length x 75-80cm height
Long sides: 12 x 1.40m + 50cm gap each side = 17.80m

**Annex F**

LED Show Court Setup:

9.6m or 10m

16.8m

● Position of ball boys