

ITTF World Cup – 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 World Cup, on the important elements of sports presentation and the implementation of the elements.

There must be a dedicated Sports Presentation Manager who will be liaising with TV and the ITTF both onsite and prior to the event to ensure that the sport presentation will run smoothly.

There are 6 key elements for sports presentations: announcements, music, video, lights, performance & interactive activities, and march-in.

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 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).

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 st point is played)	00:22:30	Crowd coming in	Housekeeping information/introduction of World Cup (Annex A)
-00:07:30	00:02:00	Before march-in	
-00:05:30	00:01:00	Promo of 1 st athlete	Refer to Match Introduction script (Annex B)
-00:04:30	00:00:30	1 st player runs in	Refer to Match Introduction script (Annex B)
-00:04:00	00:01:00	Promo of 2 nd athlete	
-00:03:00	00:00:30	2 nd player runs in	Refer to Match Introduction script (Annex B)
-00:02:30	00:00:30	Umpire introduction	Refer to Match Introduction script (Annex B)
-00:02:00	00:02:00	Players warming up	
00:00:00 (start of 1 st 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 (Annex C)
01:00:00*	00:00:20 – 00:00:30	Start of victory ceremony	Refer to award ceremony script (Annex D)
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 (Annex D)
01:01:45	00:00:30	Cheque presentation	Refer to award ceremony script (Annex D)
01:02:15	00:00:45	Athlete intro, medals and flowers presentation	Refer to award ceremony script (Annex D)
01:03:00	00:00:30	Cheque presentation	Refer to award ceremony script (Annex D)

*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 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: ITTF_players_march_in_loop
- Breaks: ITTF Break <X>
- Timeout: ITTF_timeout_1mn
- Conclusion of match (played only when one show court is left): ITTF_Conclusion-match
- Bumper: ITTF_bumper
- Awarding ceremony: ITTF_Award_Presentation
- Phototaking during Award ceremony: ITTF_Award_Phototaking

For the finals, there is a different version for:

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

The music can be downloaded here: <https://www.dropbox.com/sh/i90p16b0y1apj6b/AACzPnB14Mq6lRa9wZvMfZtLa?dl=0>

Specifically, when only one show court is left:

- Players will march in to their chosen music, which will be coordinated by the ITTF.
- 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

Real time (HH:MM:SS)	Duration (HH:MM:SS)	Sequence	Music
-00:30:00 (30 minutes before 1 st 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 1 st athlete	
-00:04:30	00:00:30	1 st player runs in	ITTF _Official-music_Full_theme
-00:04:00	00:01:00	Promo of 2 nd athlete	
-00:03:00	00:00:30	2 nd player runs in	ITTF _Official-music_Full_theme
-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 st 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 st 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	ITTF_players_march_in_full 2mn, when players reaches their position, play ITTF_players_march_in_ending
01:00:30	00:00:30	Players march-in	
01:01:00	00:00:45	Athlete intro, medals and flowers presentation	Background music (to be softer than announcer voice)
01:01:45	00:00:30	Cheque presentation	Background music
01:02:15	00:00:45	Athlete intro, medals and flowers presentation	Background music
01:03:00	00:00:30	Cheque presentation	Background music

3. Videos

3.1 Types of video board:

- a. Central screen
- b. LED surrounds

To be used for different purposes:

		Central Screen	LED Screens
1	Sponsors' Recognition	<ul style="list-style-type: none"> • Event backdrop • Sponsor information • Sponsor video ad 	<ul style="list-style-type: none"> • Rotating sponsor advertisement (single colour) • Rotating sponsor advertisement (full colour) • Sponsor video ad
2	Information & presentation graphic	<ul style="list-style-type: none"> • Scoreboard • Upcoming matches • Competition pathway • Key moments: winner • Event intro video • Engagement activities with fans – cheer/clap along to a beat etc • Social media integration (live tweet feed etc) • Short promo videos • Match highlights 	<ul style="list-style-type: none"> • Event name + round • Player's introduction (name, country, ranking) • Head to head statistics • Match info such as: game point, timeout, match point, winner • March in graphics in sync with music
3	Award Presentation	<ul style="list-style-type: none"> • Event backdrop • Winner's competition highlights • Award presentation category (Men's Singles, Women's Singles etc) 	<ul style="list-style-type: none"> • Player's name • Award presentation category (Men's Singles, Women's Singles etc)
4	Others	<ul style="list-style-type: none"> • Live streaming • Alternative video angles 	

Please refer to Annex E for more information

3.2 Personnel Required:

- a. Video desk operator: operating the video desk console by switching between several various feeds going live to the video board
- b. Video playback operator: assist the video operator, choosing the appropriate images/videos to play on the screen.

Together with the ITTF, the organizing committee has to make sure that the athlete's promotion videos/highlight points are readily prepared for the next day.

Introductory video played at the Men's World Cup:

<https://www.dropbox.com/sh/1n0szxz3ak0chjw/AAB97QUwdjJKvSIGhZsVN5a1a?dl=0>

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 (16m (L) x 1m (H)) for length of court: resolution 2048 x 256 pixels
- 3.3.5 LED surrounds (10m (L) x 1m (H)) for breadth of court: resolution 2048 x 256 pixels

Example of use of LED surrounds at the ZEN-NOH 2014 World Team Table Tennis Championships:



Real time (HH:MM:SS)	Duration (HH:MM:SS)	Sequence	Video
-00:30:00 (30 minutes before 1 st point is played)	00:22:30	Crowd coming in	Sponsors advert
-00:07:30	00:02:00	Before march-in	
-00:05:30	00:01:00	Promo of 1 st athlete	Athlete promo/highlights video
-00:04:30	00:00:30	1 st player runs in	Live feed from camera
-00:04:00	00:01:00	Promo of 2 nd athlete	Athlete promo/highlights video
-00:03:00	00:00:30	2 nd 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 1 st point)	00:05:00*	Start of first game	Scoreboard
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	1 st 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	
		End of session – crowd leaves	
		Between matches	Highlight of matches
01:00:00*	00:00:20 – 00:00:30	Start of victory ceremony	Live feed from camera
01:00:30	00:00:30	Players march-in	
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. 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 World Cup, the lights of the stadium must at least be a minimum of 1000-1500lux.

To enhance the experience of spectators, it is **mandatory** 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 specially for the playing arena, it is advised to install a lighting rig or find other possible solutions. Dimensions of the lighting rig 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.



Real time (HH:MM:SS)	Duration (HH:MM:SS)	Sequence	Lights
-00:30:00 (30 minutes before 1 st 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 st athlete	Stadium to be dark
-00:04:30	00:00:30	1 st player runs in	Dark: lights to follow player as they run in
-00:04:00	00:01:00	Promo of 2 nd athlete	Stadium to be dark
-00:03:00	00:00:30	2 nd 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 st 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 st 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	

5. Performances and Interactive Activities

A high quality entertainment has the ability to make an event 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	Emcee and spectators interaction/ Performance will end about 10 mins before session commence	Organize quizzes, games etc
Between matches/sessions	Short performance that will entertain the crowd while waiting for the next match to start	Performance must not be a source of disruption
After matches	On court interviews with athlete/coach	To be conducted by Emcee. Also to invite players to sign balls and hit up the spectator seats for fans (up to decision of organizing committee)

6. March-in

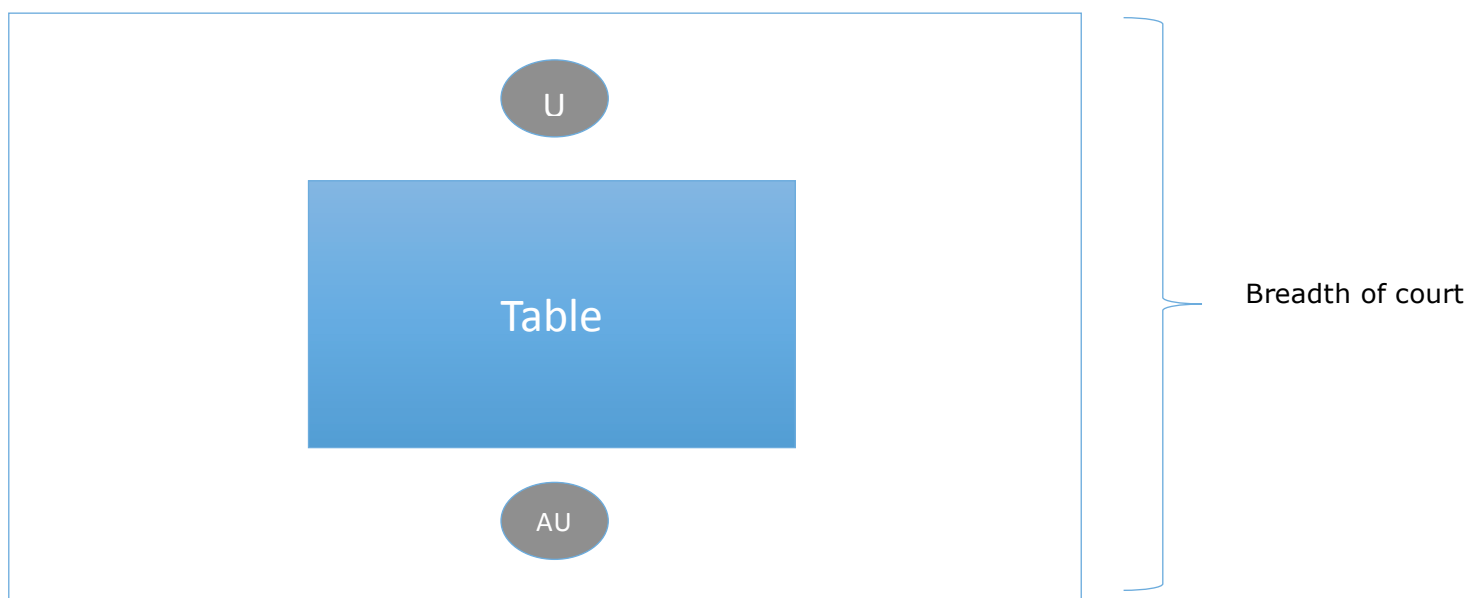
6.1 Players

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.

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 immediately.

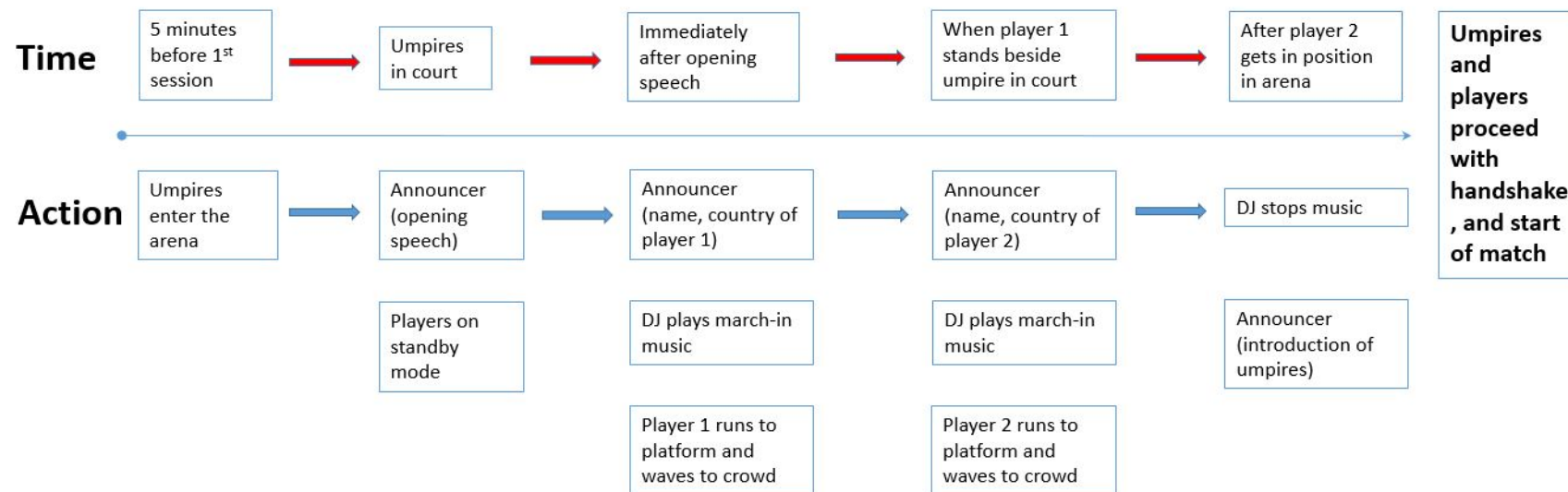


*U: Main umpire *AU: Assistant Umpire

**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.



6.2 Walk-in/Walk-out procedures for Umpires

6.2.1 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.

6.2.2 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

Introduction of World Cup – start of session

Welcome to the (Title Sponsor) 2018 ITTF (Men's/Women's/Team's) World Cup in (city).

A total of 20 top (players/teams) have gathered from all around the world, after qualifying from their respective continental cups in Asia, Europe, Pan America, Oceania and Africa, with the current World Champion gaining direct entry.

Annex B

Match Introduction

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

Good morning and welcome to Day ___ of the (Title Sponsor) 201(8) ITTF World Tour (Men's/Women's) World Cup in (city)

We will now commence with the qualification of the (Men's/Women's) Singles.

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

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

When one show court is left

Let's welcome the players of the Women Singles final

Good morning and welcome to Day ___ of the (Title Sponsor) 201(8) ITTF World Tour (Men's/Women's) World Cup in (city).

- (Umpires start to walk into the court at the same time)

Let's welcome the players of the 1st Women singles semi-final match.

- (plays athlete 1 promo video)

Player 1: Representing (country), (name), and ranked ___ in the world.

- (Player runs out to court)
- (Plays athlete 2 promo video)

Player 2: Representing (country), (name), and ranked ___ in the world.

- (Player runs out to court)

Umpire proceed with coin toss

Once umpire finishes coin toss, and players shake hands

- Umpire for the match, from (country), (name)
- Assistant umpire, from (country), (name)

Sit back and enjoy the match!

(TEAM) - When one show court is left

Good morning and welcome to Day ___ of the (Title Sponsor) 201(8) ITTF World Tour (Men's/Women's) World Cup in (city)

The session will proceed with the semifinals of the (Men's/Women's) team event.

- (Umpires start to walk into the court at the same time)

Let's welcome the players of the 1st Women's team semi-final match.

- (plays team promo video)

Representing (country)

Player 1: (name), and ranked ___ in the world

- (player runs out to court)

Player 2: (name), and ranked ___ in the world

- (player runs out to court)

Player 3: (name), and ranked ___ in the world

- (player runs out to court)
- (plays 2nd team promo video)

And representing (country)

Player 1: (name), and ranked ___ in the world

- (player runs out to court)

Player 2: (name), and ranked ___ in the world

- (player runs out to court)

Player 3: (name), and ranked ___ in the world

- (player runs out to court)

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

Assistant umpire, (name), from (country).

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 (Men's/Women's) singles event.

Thank you and see you again later.

(Music starts)

Annex D

Award Ceremony

Welcome to the awarding ceremony of the (Title Sponsor) 201(8) ITTF (Men's/Women's) World Cup in (city).

Ladies and Gentlemen, please welcome the officials and the winners!

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

2nd place goes to (name) from (country)

Action: Players stands on 2nd 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 (Men's/Women's) Singles Champion of the (Title Sponsor) 201(8) ITTF (Men's/Women's) World Cup

(Name) from (country)

Action: Player stands on 1st 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 (Title Sponsor) 201(8) ITTF (Men's/Women's) World Cup.

Annex E – 1

Sponsorship LED Boards Usage during Match

During the match, the Sponsorship LED board used should be the single-coloured logo version (gray 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 sponsor's logos in full colour (white background) should be used, showing all sponsors. Example:















Sponsorship LED Board Logo Sequence:

It is recommended that the logo sequence follow the standard 40-a-boards drawings. It is possible to shorten the number of sequences (eg. Instead of 40 there are only 20), if the percentage allocated to each sponsor is as per the standard 40-a-boards drawings. If a sponsor has 6 a-boards on the 40-a-boards drawings, it should have 15% of the total sequence. The sequence will repeatedly be looped.

The logo sequence needs to be submitted to the ITTF for approval at least 3 weeks before the event. Please submit the logo sequence in excel with this template: https://www.dropbox.com/sh/ikyq7l4c7g9t0if/AAA_ZQmkWEpOEtXGq5E0Egfma?dl=0

(Logos depicted are for the short side. Long sides are double of the short side)

1 Qoros (1)				
2 PICC (1)				
3 DHS (1)				
4 Butterfly (1)				
5 Liebherr (1)				
6 China Unicom (1)				
7 Qoros (2)				
8 DHS (2)				
9 Butterfly (2)		TABLE TENNIS FOR YOU 卓球をあなたへ		
10 Liebherr (2)				

Annex E – 2

Sample Video Presentation Running Order:

Start time	End time	Description	Notes
Before match			
		Event Intro Video	
	-0:03:00	Player March-in Video	<ul style="list-style-type: none"> • Player Info • Event Round
-0:03:00	-0:00:01	(while players warm up) Head to head graphic	
-0:00:01	-0:00:00	(after players end warm up) Video to indicate start of match	
During match			
0:00:00		Blue Sponsorship Board #1	<ul style="list-style-type: none"> • Rotate to next logo after each point • For 'Sponsorship Boards' logo sequence, see Annex E - 1
		(Time out) Time out text	<ul style="list-style-type: none"> • Time out maximum 1 minute
		(Injury time out) Coloured A-boards	<ul style="list-style-type: none"> • Coloured logos shown on A-boards
		(Game point) Game point text	<ul style="list-style-type: none"> • Graphic flashes for 3 seconds
		(Between games) Match info or coloured sponsorship board	<ul style="list-style-type: none"> • Match info could be : Player X vs Player Y
		(Match point) Match point text	<ul style="list-style-type: none"> • Graphic flashes for 3 seconds
		(Winner) Winner name and/or photo/video	<ul style="list-style-type: none"> • High energy music