

British Orienteering

Prize Giving Team Leader – Role Specification

British Orienteering is an Equal Opportunities Employer.

Title	Prize Giving Team Leader
Name	
Role	To coordinate the set up and run prize giving ceremonies during the event
Appointment and Communications	<ul style="list-style-type: none"> Appointed by Event Coordinator
Tasks before the event	<ul style="list-style-type: none"> Liaise with British Orienteering Major Events Manager to obtain the Prize schedule: Medals, Trophies, Buffs and Elite Prizes Liaise with Event Coordinator or Organiser to obtain list of any local sponsorship/prizes Liaise with British Orienteering for trophy recall Order and collect flowers if required for elite flower ceremony Liaise with British Orienteering to arrange for Medal, Trophy, Buffs and prizes delivery Plan and set-up prize giving area (banners etc), close to commentary/PA system Plan sequence of presentation and flow of prize winners to provide an efficient and exciting(?) prize giving ceremony Brief prize giving team and appoint a deputy in case of illness Advise Organiser of staffing requirements and equipment needs
Equipment Requirements	<ul style="list-style-type: none"> Podium for presentation of prize winners Marquee / club tent for trophies and prize distribution Trestle tables Matting / geotextile to protect heavily used areas if ground is wet
Tasks during the event	<ul style="list-style-type: none"> Supervise prize giving team Have prizes laid out ready for slick presentation! Brief “celebrity” presenters... if available Be ready to present prizes at ??
Tasks after the event	<ul style="list-style-type: none"> List helpers for thank you Report on issues for next event team Submit any expenses claims promptly

