

ANNOUNCER

Job Title: Announcer

Supported by: Event Manager

Brief summary: The Announcer is responsible for making announcements throughout the event. Announcements may be related to

- Public Safety
- Competition Staging
- Award Ceremonies
- Opening & Closing Ceremonies

Key tasks & responsibilities checklist

Event day

Completed (✓)

Check PA system is working, and voice can be clearly heard. Any issues speak with the Event Manager.

Obtain event day plan from Event Manager

Check with Safety Officer if any specific things to mention in the welcome address other than standard evacuation information for venue

Perform welcome address including safety announcement (fire exits, assembly point) etc.

Deliver Opening ceremony script

Announce the Head Coaches meeting

Throughout the day, using the latest schedule from the staging coordinator, call athletes to staging if required.

For award ceremonies, use awards script to announce results (all results read in reverse order).

Perform closing ceremony

Make any other necessary announcements throughout the day

Post-event

Update Event manager of any issues with PA system and any suggested improvements

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Supporting documents

Toolkit - PA Announcer & Ceremony Scripts