

## **Presentation Manager's Roles & Responsibilities**

- Presentation Manager (PM) is appointed by the Organising Committee (OC).
- The PM in consultation with the Chief Steward (CS) & OC is responsible for organising the presentations both during and on completion of the event.
- The PM liaises with the CS, OC, photographer and announcer. The CS must check that the loud speaker system is suitable.
- PM – co-ordinate/communicate with sponsors, officials, presenters, speakers. The PM to organise folders, ribbons, trophies, place markers and sponsors' banners.
- The PM in consultation with OC, CS, Judge in Chief (JIC) and Technical Delegate (TD) to make decisions re style (should be mounted if possible), logistics, weather, timing, risk assessment etc. PM to make use of all available technology on which to base decisions eg radar images etc. If any doubt the presentations should be made unmounted.
- PM to organise a suitable venue as an alternative in case of bad weather or lateness of presentations.
- PM communicates to Team Managers (TM), either in person or via the JIC/TD, at team meeting the night before, an approximate time and how/when the presentation will take place.
- As the day of competition nears completion, the PM in consultation with the CS, JIC, TD and OC shall set a time and make a final risk assessment.
- PM notifies the announcer, TM and scorer of the above and the order of entry. PM obtains results from the scorer & organises presentation team re ribbons trophies etc.
- PM notifies the announcer to begin presentation once all participants are in place.
- The PM organises a designated area for photographs to be taken after each group presentation is made.
- PM to pack up tables & perpetual trophies when presentations have finished.