

PRESENTATION NIGHT CHECKLIST

Work back from your presentation date. Use this checklist to close each phase in order, assign the four key responsibilities and prepare a run sheet that survives the night.

Organisation / Club

Presentation date

THE COUNTDOWN

8 WEEKS OUT THE DECISIONS

- Lock the date, venue and finish time.
- Agree the award list - every recipient, then the graded awards on top.
- Nominate one person to approve artwork and one to hold the recipient list.
- Decide the tiers: one series for everyone, with a step up for the graded awards.

6 WEEKS OUT THE ORDER

- Send the list and award titles in one file, spelled exactly as they will be engraved.
- Confirm quantities, including two or three spares.
- Check the quantity break: 25+, 50+ and 100+ change the price per award.
- Ask for dated timings against your presentation date.

4 WEEKS OUT THE PROOF

- Read the digital proof line by line, out loud, against the list.
- Have the nominated approver sign it off - changes are free at this point.
- Confirm the delivery address and who will receive the delivery.
- Book the MC and confirm who presents which award.

2 WEEKS OUT THE ROOM

- Build the run sheet: order of awards, who reads what and how long each takes.
- Confirm AV, the presentation table and where the trophies sit before the night.
- Brief anyone reading names on pronunciation.
- Check the delivery has arrived and open one box.

THE WEEK OF THE NIGHT

- Lay the awards out in running order, face-up, before doors open.
- Keep the spares and a marker out of sight but within reach.
- Photograph each recipient with their award as it is handed over.
- Set aside anything not collected - do not send it home with a committee member.

OWNERSHIP & RUN SHEET

Presentation nights go wrong at handovers, not at decisions. Name these four roles early, then use the run sheet below to control the night.

WHO OWNS WHAT

ROLE	NAME	WHAT THEY HOLD / RULE
Award list owner		Master list: spellings, grades and late additions. Nothing goes to artwork without their version.
Artwork approver		Reads the proof and signs it off. Their sign-off is the last free change.
Run sheet owner		Order of awards, timings and who presents what. Also decides what gets cut if the night runs long.
Receiver		Takes delivery, opens one box and counts the order. Do it on the day the delivery lands, not the night before.

Important: On a club committee two roles may be held by the same person, but the list owner and proof approver should never be the same person.

THE NIGHT ITSELF

ORDER	Smallest first	Age groups up, then graded awards, then the award of the night. The room's attention only goes one direction.
TIMING	90 seconds each	Name, award, handshake, photograph. Anything longer and forty awards becomes two hours.
PHOTOGRAPHS	As it is handed over	Take the photo at the handover, not afterwards in a corner.
PRONUNCIATION	Over-prepare this	Have whoever is reading names go through the list with someone who knows the recipients.

RUN SHEET

#	AWARD / GROUP	READER / PRESENTER	TIME	DONE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Uncollected awards: set them aside and arrange collection at your rooms. Do not send them home in a committee member's car.