

# IESA State Final Award Ceremony Procedures

**Site:** Normal West High School, Normal, IL (north of Maxwell Park)

## Time Schedule

### **Class 1A**

- 11:15 a.m.:** Individual Top 25 **REPORT** to the **SOUTH** Gym for official group photo  
Individual Top 25 move as a group from the South Gym to the hallway outside the North
- 11:40 a.m.:** Gymnasium
- 11:45 a.m.:** Ceremony Begins

### **Class 2A**

- 12:45 p.m.:** Individual Top 25 **REPORT** to the **SOUTH** Gym for official group photo  
Individual Top 25 move as a group from the South Gym to the hallway outside the North
- 1:10 p.m.:** Gymnasium
- 1:15 p.m.:** Ceremony Begins

### **Class 3A**

- 2:15 p.m.:** Individual Top 25 **REPORT** to the **SOUTH** Gym for official group photo  
Individual Top 25 move as a group from the South Gym to the hallway outside the North
- 2:40 p.m.:** Gymnasium
- 2:45 p.m.:** Ceremony Begins

## **Award Winner Staging Areas:**

**Individual Top 25 Placers:** The award winners should be assembled in the SOUTH Gym located to the left and down the hall from the North (or main) Gymnasium entrance no later than 30 minutes prior to the start of the awards ceremony. Check in at the table as you enter the South Gym entrance. After the official photo is taken, the athletes will move as a group to the hallway right outside of the North Gymnasium entrance.

**Top 4 Placing Teams:** Members of the team who place among the top 25 individuals will join the team in the stands at the conclusion of the presentation of the individual awards and photo session. The presentation of team awards will not begin until the photo session at the end of the presentation of individual awards concludes.

## **Individual Award Winner Instructions**

1) Individual Place Winners must be assembled in the hallway outside the North Gymnasium entrance 10 minutes prior to the scheduled start of the respective Award Ceremony. Individuals receiving medallions will be lined up in reverse order of finish from 25th to 1st. Once all have checked in, final instructions will be given.

2) Each individual medallion winner will be introduced and enter the gymnasium floor from the designated entrance. They should proceed to the center circle on the basketball court in the middle of the gymnasium floor to the person presenting the awards, have the medallion draped over their head, and walk to the appropriate risers on the gymnasium floor. Individuals stand on their place number (25, 24, 23, etc.). The presentation order will alternate between girls and boys- i.e. 25th place girl, 25th place boy, 24th place girl, 24th place boy, etc. in sequence through 1st place girl, 1st place boy for the individuals. Fans will be given a short opportunity to take photos of the individual winners. IESA Staff will assist in the photo taking process to insure that all fans have an opportunity to take the photo(s) they desire within the time frame.

3) Riser Assignment: The risers on the left side of the gymnasium floor (as seen from the entrance to the gymnasium) will be used for the Girls Individuals. The risers on the right side of the gymnasium floor (as seen from the entrance to the gymnasium) will be used for the Boys Individuals.

4) Photo Shoot: Fans will be given the opportunity to take photos of the Individuals and the Teams. The Public address announcer will inform fans of the timing for these photos.

## **Team Award Winner Instructions**

1) Teams should be in the stands no later than five minutes prior to the start of the awards ceremony. The top four girls teams will be presented with their awards first. The top four boys teams will follow.

2) The public address announcer will announce the name of the respective placing teams and their point total. Runners and their Coach should come as a unit from the stands to the center of the basketball court. The trophy will be presented to the runners and the medallions to the Coach. The trophy and medallions will be presented to the schools in reverse order of finish (4-3-2-1).

3) After the team receives the trophy and medallions, they walk to the appropriate set of risers on the gymnasium floor. Once all 8 teams have assembled on the risers, fans will be allowed to take photographs.

4) Riser Assignment: The risers on the left side of the gymnasium floor (as seen from the entrance to the gymnasium) First Place team. The risers on the right side of the gymnasium floor (as seen from the entrance to the gymnasium) will be used for the Second Place Team and the Third and Fourth Place teams can stand on the floor in the middle between the risers.

**Photos:** Event Pro Photography is the official photographer for the Illinois Elementary School Association (IESA) State Final Cross Country Meet. Team, group and/or individual award photographs will be taken by the Event Pro Photography staff prior to the start of the Award Ceremony. Photos may be ordered and must be picked up after the Awards Ceremony at the Event Pro shooting location in the South Gymnasium.

The Event Pro staff photographers will take a photograph of each individual finisher and/or team member receiving an award as an individual portrait with the state medallion draped around their neck. In addition, a group photograph of the top 25 individuals will be taken in the South Gymnasium 30 minutes prior to the start of the Awards Ceremony. Photos of the top three teams with their trophy will be taken in the South Gym following the conclusion of the presentation of the respective team awards and photo session.

**Fan Photos:** Spectators will have access to the area in front of the risers on the gymnasium floor after the respective individual and team award presentations. The Public Address Announcer will advise fans when they may take photos and when the time for photos has concluded. Approximately five (5) minutes will be set aside for fan photography. The individual awards will be presented first followed in order by the girls then boys team awards for third place, second place and first place.