

## Planning Checklist: Protocol Sub-Committee

Time Frame	Responsibility	LT	ST
<b>6 to 3 months</b>	Set program for Opening, Closing and Awards ceremonies		
	Arrange to have full set of flags for ceremonies		
	Arrange for PA system, podium and carpet at arena and banquet		
	Receive medals and order awards		
	Recruit Master of Ceremonies and Presenters		
<b>Less than 3 months</b>	Confirm VIPs participation		
	Arrange accommodations, seating, Banquet tickets etc. for VIPs		
	Have medals/awards engraved		
<b>Less than 1 month</b>	Arrange to meet and/or transport VIPs and give them welcome kits		
<b>Day of Event</b>	Opening Ceremonies		
	Awards at Banquet/Reception		
	Award Ceremonies at the venue		
<b>Post Event</b>	Acknowledge volunteers and contributors to committee		
	Complete the relevant section of the Final Competition Report in a timely manner to allow submission of the completed Report to SSC within thirty (30) days of the completion of the competition		