ETTU Award Ceremony Guidelines

These guidelines establish the mandatory requirements for award ceremonies at European Table Tennis Union events. Local Organising Committees (LOCs) must apply them and coordinate all arrangements with the ETTU Marketing Manager no later than one month before the event.
The ceremony format, set-up, running order, presenters, prize items, music, audio, flags, branding and all other ceremony elements are subject to ETTU approval.

1. General principles

The following requirements apply to every ETTU award ceremony:

- The ETTU Marketing Manager, the ETTU Competition Manager and the LOC Ceremony Coordinator must jointly coordinate the ceremony.
- The ceremony must begin as soon as practicable after the final match or matches, normally within 5 to 10 minutes, unless ETTU approves a different schedule.
- ETTU will provide or approve the official ceremony script and running order.
- Announcements must be made in English. Additional languages may be used only with ETTU approval.
- Music, audio cues and the public-address arrangements must be approved by ETTU and must meet broadcast requirements.
- The presentation area and all participants must face the main broadcast camera.
- For major ceremonies, the LOC must conduct at least one full rehearsal before the event or relevant session. For other ceremonies, the LOC must review the complete running order step by step in advance with the ETTU Marketing Manager or the ETTU Competition Manager.
- When more than three persons receive the same award, ETTU may appoint two presenters for that award.
- The LOC must ensure that media and photographers remain within the designated positions throughout the ceremony.
- No participant may bring, wear or display on the podium or Field of Play any additional flag, banner, sign, symbol or other item carrying a political, religious, ethnic, ideological or personal message. This applies to players, coaches, team officials, presenters and all other ceremony participants.
- Only flags, branding and ceremony elements approved by ETTU and included in the official ceremony set-up may be displayed.

2. Award ceremony formats

ETTU uses the following three award ceremony formats:

- Field of Play Ceremony: Europe Top 16 Cup and all club competitions listed in section 3.
- Podium Championships Ceremony: European Championships listed in section 4.
- Podium Ceremony: Europe Youth Top 10 and Europe Youth Series, as set out in section 5.

The applicable requirements for each format and event are set out below.

3. Field of Play Ceremony

This format applies to the Europe Top 16 Cup, the ETTU Champions League Men Final 4, the ETTU Champions League Women Final 4, the second leg of the Europe Cup Men and Women Finals and the Europe Trophy Grand Finals.

3.1 Key requirements

- Awards are presented to the runner-up and winner only.
- No third-place awards are presented.
- No national anthem is played and no national flag is displayed.

3.2 Set-up

- An official event backdrop must be positioned on the Field of Play.
- Runner-up and Winner boards must be placed centrally in front of the backdrop.
- A presentation table for medals, trophies and other approved prizes must be positioned adjacent to the Field of Play.
- The LOC must provide at least two ceremony assistants.
- Barriers or another approved control system must define the positions of media and photographers.
- ETTU must approve the complete set-up in advance.

3.3 Ceremony flow

1. Line-up: the players or teams assemble in the designated waiting area near the Field of Play.
2. Introduction: the announcer opens the award ceremony and introduces the presenters.
3. Runner-up presentation: the runner-up is announced, takes position behind the Runner-up board and receives the designated prizes.
4. Winner presentation: the winner is announced, takes position behind the Winner board and receives the designated prizes.
5. Official photo session: the award recipients and presenters follow the approved photo sequence.

3.4 Europe Top 16 Cup

Prize items: Silver salvers for the winner and runner-up, provided by ETTU; title sponsor or LOC prizes for the winner and runner-up, if available; and any additional prizes approved by ETTU. The same prize items apply to the women's and men's events.

Official presenters: The ETTU President, or if absent an ETTU Executive Board member, presents the silver salver to each winner. The ITTF President, or if absent an ETTU Executive Board member, presents the silver salver to each runner-up. The LOC appoints two further presenters from among the Host Association, LOC, title sponsor or local representatives.

3.5 ETTU Champions League Final 4 Women and Men

Prize items: Winner and runner-up medals; a trophy for the winner; a champagne bottle for the winner; and any additional prizes approved by ETTU. The same prize items apply to the women's and men's Final 4 events.

Official presenters: The ETTU President, or if absent an ETTU Executive Board member, presents the trophy. An ETTU representative and the title sponsor representative present medals to the winner or runner-up. The LOC may appoint up to two representatives to present medals to the winner or runner-up.

3.6 Europe Cup Finals and Europe Trophy Grand Finals

This section applies to the second leg of the Europe Cup Men and Women Finals and to the Europe Trophy Grand Finals for women and men.

Prize items provided by ETTU: Winner and runner-up medals and a trophy for the winner. Any additional prizes require ETTU approval. The same prize items apply to the women's and men's competitions.

Official presenters: An ETTU representative presents the trophy to the winner. The title sponsor representative and an LOC representative present medals to the winner or runner-up.

4. Podium Championships Ceremony

This format applies to the European Team Championships Final Stage, European Individual Championships, European U21 Championships, European Youth Championships, European U13 Championships and European Veterans Championships.

4.1 Key requirements

- A three-tier podium or equivalent arrangement for first, second and third place is mandatory.
- The national flags of the medallists must be displayed physically or digitally and must be clearly visible from the podium.
- For physical flags, the winner's flag must be raised during the national anthem. For a digital flag display, the equivalent approved animation or presentation sequence must be used.
- Only the winner's national anthem is played.
- The official instrumental version of the national anthem must be used.

4.2 Set-up

- A three-tier podium or equivalent arrangement marked 1, 2 and 3.
- An event-branded backdrop or LED wall displaying the event title, logo and main sponsors, positioned behind the podium.
- A covered presentation table adjacent to the podium, with medals, trophies and other approved prizes arranged in presentation order.
- At least two ceremony assistants provided by the LOC.
- Presentation trays for carrying prize items from the table to the presenters.
- Barriers or another approved control system defining the positions of media and photographers.
- ETTU approval of the complete set-up in advance.

4.3 Ceremony flow

1. Line-up: the players or teams assemble in the designated ceremony area.
2. Introduction: the announcer opens the award ceremony.
3. Presenter introduction: the announcer introduces the official presenters.

4. Award presentation: the players or teams are announced in the order specified in the ceremony script, take their podium positions and receive their awards.
5. National anthem and flag sequence: the winner's national anthem is played while the approved flag sequence takes place.
6. Official photo session: the medallists and presenters follow the approved photo sequence.

4.4 European Championships Team Events

This section applies to senior, U19, U15 and U13 team events.

Prize items provided by the LOC: Four trophies: one for first place, one for second place and one for each of the two third-place teams; and medals for all awarded players and coaches, with at least six medals available per team. Any additional prizes require ETTU approval.

Official presenters: The ETTU President, or if absent an ETTU Executive Board member, presents the winner's trophy. Other presenters may include the ITTF President or an ITTF representative, ETTU Executive Board members, Host Association, LOC or local representatives, and the title sponsor representative, if present. ETTU approves the final allocation of presenters and awards.

4.5 European Championships Individual Events

This section applies to senior, U21, U19, U15, U13, veterans and para individual events.

Prize items provided by the LOC: Gold and silver medals and two bronze medals; and a trophy for the winner or winners of each singles, doubles and mixed doubles event, as applicable. Any additional prizes require ETTU approval.

Official presenters: The ETTU President, or if absent an ETTU Executive Board member, presents the winner's trophy. Other presenters may include the ITTF President or an ITTF representative, ETTU Executive Board members, Host Association, LOC or local representatives, and the title sponsor representative, if present. ETTU approves the final allocation of presenters and awards.

5. Podium Ceremony

This format applies to the Europe Youth Top 10 and Europe Youth Series.

5.1 Key requirements

- A three-tier podium or equivalent arrangement for first, second and third place is mandatory.
- No national anthem is played and no national flag is displayed.

5.2 Set-up

- A three-tier podium or equivalent arrangement.
- An event-branded backdrop displaying the event title, logo and main sponsors, positioned behind the podium.
- A covered presentation table adjacent to the podium, with medals, trophies and other approved prizes arranged in presentation order.
- At least two ceremony assistants provided by the LOC.
- Presentation trays for carrying prize items from the table to the presenters.
- Barriers or another approved control system defining the positions of media and photographers.

- ETTU approval of the complete set-up in advance.

5.3 Ceremony flow

1. Line-up: the athletes assemble in the designated waiting area near the Field of Play.
2. Introduction: the announcer opens the award ceremony and introduces the presenters.
3. Award presentation: the athletes are announced in the order specified in the ceremony script, take their podium positions and receive their awards.
4. Official photo session: the medallists and presenters follow the approved photo sequence.

5.4 Europe Youth Top 10

Prize items provided by the LOC: Gold, silver and bronze medals and a trophy for the winner of each event. Any additional prizes require ETTU approval.

Official presenters: The ETTU President, or if absent an ETTU Executive Board member, presents the trophy to each winner. Other presenters may include ETTU Executive Board members, the Host Association President and an LOC representative. ETTU approves the final allocation of presenters and awards.

5.5 Europe Youth Series

Prize items provided by the LOC: Gold, silver and bronze medals and a trophy for the winner of each event. Any additional prizes require ETTU approval.

Official presenters: An ETTU Executive Board member, if present, presents the trophy to each winner. Other presenters may include Host Association, LOC or local representatives and the title sponsor representative, if available. ETTU approves the final allocation of presenters and awards.