



ISSF MEDAL CEREMONY GUIDELINES



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1. INTRO

Medal Ceremonies are among the most meaningful and unforgettable moments of the ISSF Championships.

They honor the athletes' achievements, placing them at the heart of the event, celebrating their talent, dedication, and hard work. It is in these moments that their journey, passion, and excellence truly shine, together with the spirit of sportsmanship.

These guidelines aim to ensure that Medal Ceremonies are unforgettable for the athletes and engaging for both the spectators in the venue and the audience watching remotely. By standardizing procedures, the ISSF, in collaboration with the Organizing Committees, can deliver a clear, polished, and high-quality ceremony experience.

Inspired by the IOC Guidelines, these instructions ensure that ISSF Ceremonies reflect the highest international standards while preserving the identity and traditions of ISSF Championships.

For this reason, please find below all instructions and requirements to conduct the ceremonies in the best way possible.

2. MEDAL CEREMONY PROTOCOL

2.a REQUIREMENTS

To guarantee the correct development of the Medal Ceremonies, kindly find below the requirements that must be ensured:

Podium

A 3-tiered podium with appropriate numbering:

- Centre (1st place) highest
- Right (2nd place) slightly lower
- Left (3rd place) lowest



Backdrop banner for the podium (please refer to the Official ISSF Marketing Guide 2026 which you can find on the website at the following [link](#))

Flags and National Anthems

Flag poles or digital displays to show the national flags of the medallists.

Approved national anthems in high-quality audio format must be prepared for all participating countries.

Music and National Anthems

Before using any music or other creative content during the Ceremonies or for any other Games related purpose, the OC must ensure that all necessary permissions have been obtained and that no third-party rights are being violated.

National Anthems of all countries should be available for all competitions.



Medals and Awards

Medals to be presented in the order: Bronze, Silver, Gold.

Flower bouquets or gifts, such as mascots.

Medals and other items placed on tray carried by a uniformed volunteer.





2.b PRESENTERS

The ISSF President presents the medals, while the gifts/flowers are presented by a representative of the OC. The ISSF President can designate another person to present the medals in his place. (Please remember that Presenters can never wear jeans).

The ISSF Event Coordinator provides a document to the OC integrating medal presenters and the OC gift presenters with the precise schedule for the Medal Ceremonies. This document shall be updated as required and provided to all those involved in the Medal Ceremony presentation, announcer, media team, OC coordinator.

It is always important to provide presenters with clear instructions on how they should move and behave during the athletes' medal ceremony. For this reason, presenters should be available at least five minutes before the start of the ceremony.

Ideally, they should wait in a designated area, a lounge where possible, serving as a gathering point. This allows the ceremony procedure to be explained calmly and clearly, enables presenters to be escorted to the entrance at the appropriate time, just before the ceremony begins.

2.c TRAY-BEARERS AND FLAG-BEARERS

The tray-bearers and flag-bearers can wear a formal or national federation uniform. It would be truly appreciated if they could speak English.



2.d DJ (MUSIC)

The OC should provide an English-speaking DJ who should be able to follow the Medal Ceremonies' script and the ISSF Event Coordinator instructions during the ceremony. From his position, he should watch the podium to follow what happens during the ceremony.

The DJ should provide appropriate, royalty-free music suitable for broadcast use, tailored to each phase of the medal ceremony: a fanfare for the entrance, a celebratory and dignified track for the awarding moment, the national anthems of all participating nations, and background music for the conclusion of the ceremony and the photo session. A couple of tracks for each above mentioned moment should be ready to be played during the rehearsals.

2.e ANNOUNCER

The announcer during the Medal Ceremonies should be the ISSF Official one. The Medal Ceremony is handled in English.

2.f OC REFERENT

The OC should provide a Referent for the medal ceremonies who, in cooperation with the ISSF Event Coordinator, should guarantee the good enrollment of the ceremonies.

The Referent should be in contact with the ISSF Event Coordinator to check that everything is ready to start the ceremony:

- Flag-bearers with flags correctly tied to the poles;
- Tray-bearers in position with medals and gifts;
- Athletes, presenters and escorts in position;
- TV and Broadcasting service ready to transmit the ceremony.

When everything is settled, the OC Referent and the ISSF Event Coordinator could give the green light to the announcer and the DJ to start the Ceremony.

3. EVENT COORDINATOR

The ISSF Event Coordinator is a role created to work in close cooperation with the Organizing Committees (OCs) to support them in the process of professionalizing the ISSF events.

His/her responsibility is to ensure the correct planning and delivery of the competitions' side events, as well as effective collaboration between the ISSF Team and the OC Team.

The Event Coordinator will arrive on site a few days before the start of the competitions to verify that all branding elements are correctly installed, that all ISSF requirements are met, and that the ISSF Team can work smoothly and efficiently alongside the OC Team.

He/she is also responsible for managing VIP seating protocols during the Finals and the Opening Ceremonies, as well as overseeing the proper execution of the Medal Ceremonies.

For this reason, the ISSF Event Coordinator must participate in the rehearsals of all ceremonies to review them in their entirety. This ensures that the ceremonies are conducted in full compliance with the requirements outlined in these guidelines and with the written plans for the ceremonies as approved by the ISSF.

4. PROCEDURE

The Medal Ceremonies, during which medals are presented to the athletes, shall take place at the conclusion of each sports event, at the competition venue and/or, where applicable, soon after the end of the competition.



4.a PREPARATION

Immediately after the finals, the OC Referent, supported by the ISSF Event Coordinator, must:

- Provide the correct flags to the Flag-bearers (results are immediately published on the ISSF website).
- Confirm that the DJ has the Gold Medalist's national anthem ready.
- Ensure a preparation table is set up near the podium for arranging the trays.
- Coordinate the athletes' readiness and verify the correct order of appearance at the podium:
- Standard order - 3rd, 1st, 2nd place (Depending on podium layout, the order may be reversed - 2nd, 1st, 3rd place)
- The OC Referent, or a well-prepared escort, supported by the ISSF Event Coordinator, must instruct the presenters on the correct procedure for awarding the athletes during the ceremony.

When everything is ready, the OC Coordinator or the ISSF Event Coordinator, give the green light to the Announcer, the DJ and the tray bearers, and the Medal Ceremony can take place.

4.b EXECUTION

The medal ceremony is conducted in three phases: entrance, awarding, and photo moment

Roles participating in the Medal Ceremonies:



Presenters' Escort
Tray-bearer gifts
Tray-bearer medals



Medals Presenter



Gift Presenter



Bronze/Silver/Gold Medalists

ENTRANCE

The medalists' presenters, escorts and tray-bearers are lined up backstage ready to walk to podium.

- 1 Tray-bearer for medals
- 2 Tray-bearer for gifts
- 3 Athletes in the correct order (3rd, 1st, 2nd place)
- 4 Presenters escort
- 5 ISSF medals presenter
- 6 OC gifts presenter

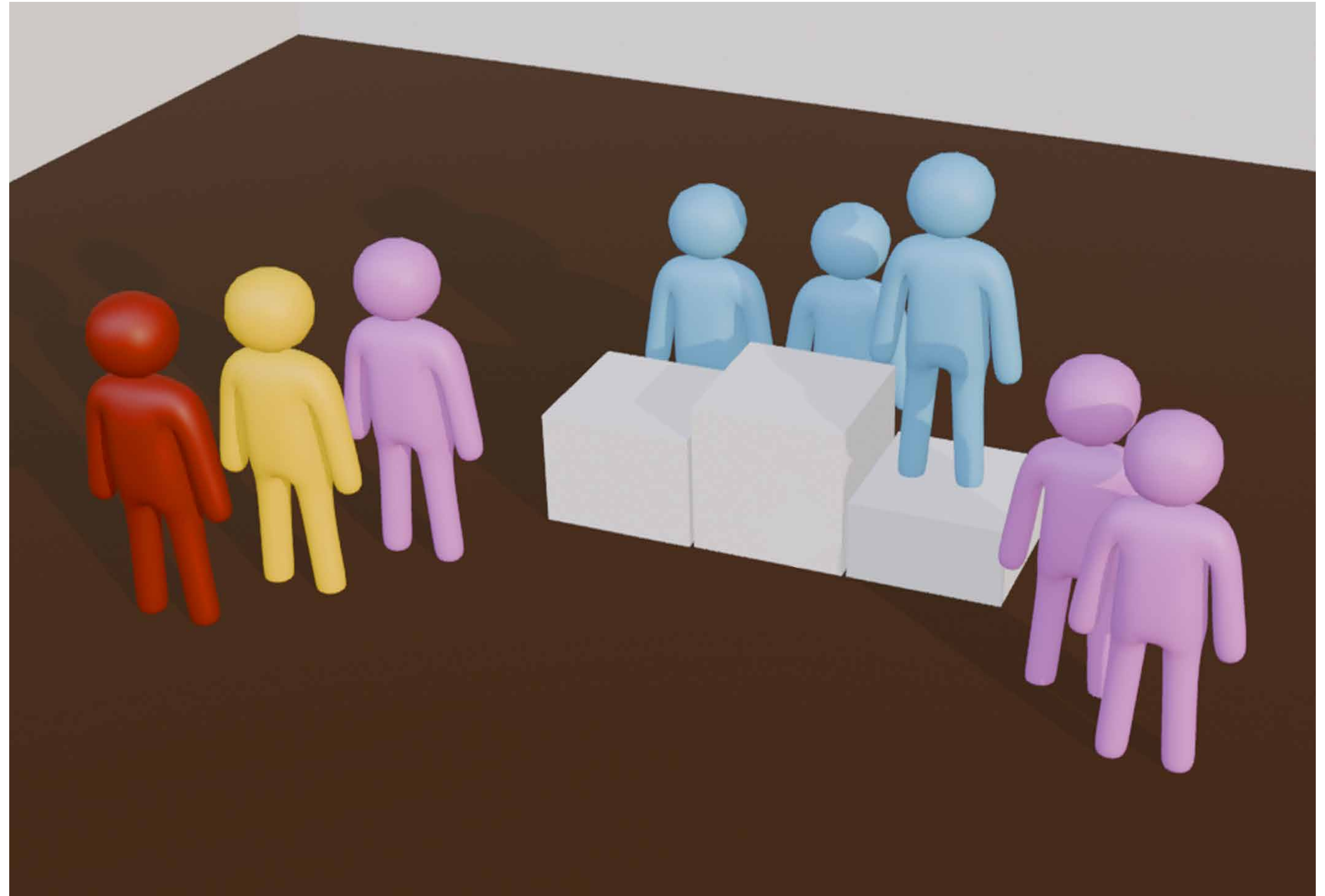


Flag Raisers are lined up ready to walk to the flagpoles or trapeze. If the flags are digital, it would be necessary to have a proper background on the screen for the flags' presentation. A double check together with the ISSF Event Coordinator during the rehearsals is necessary.

AWARDING

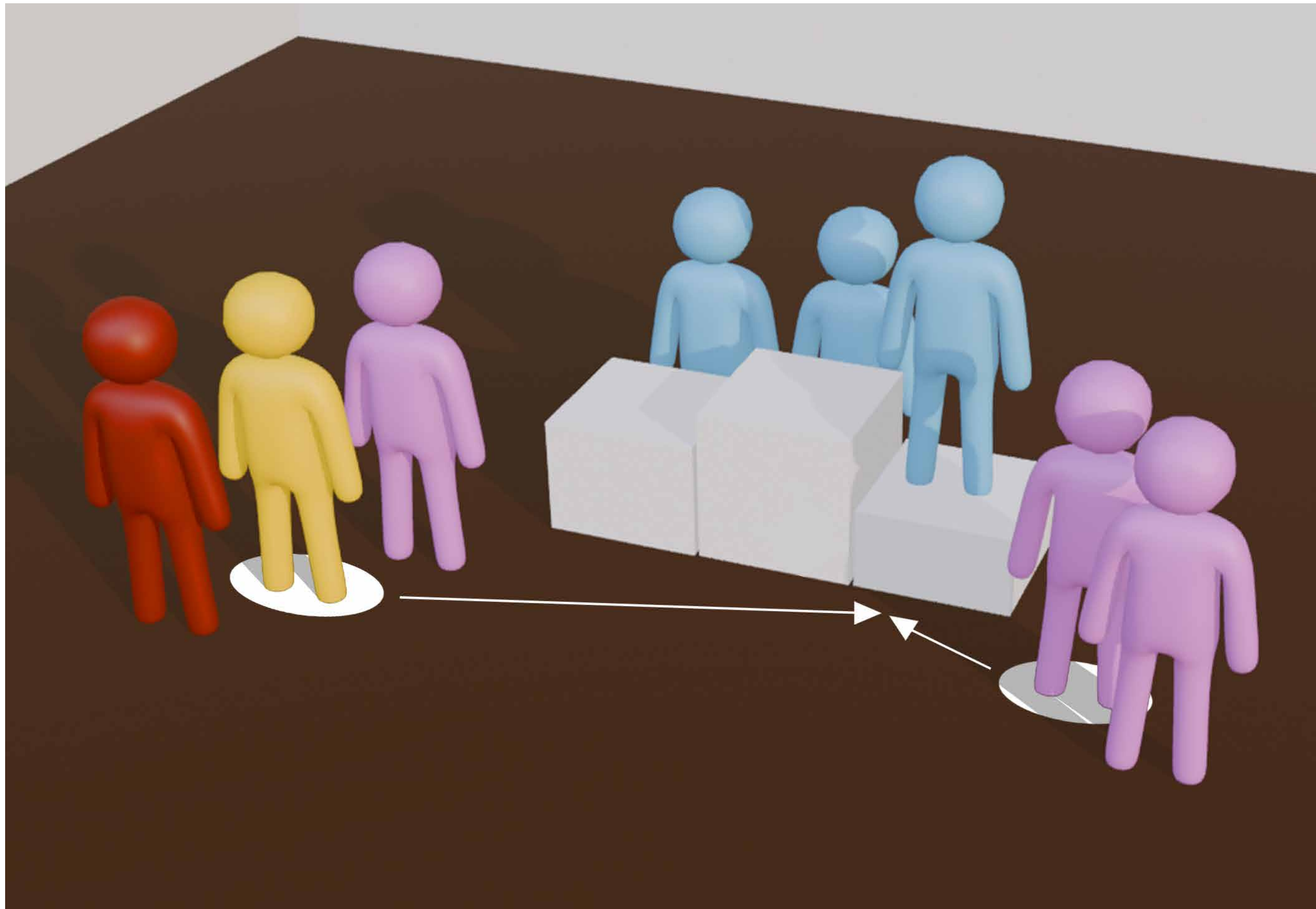
Once everyone reaches the podium, the awarding begins, starting with the bronze medalist:

- The announcer announces the athlete's nation and name.
- The athlete steps onto the podium for his/her moment of recognition.



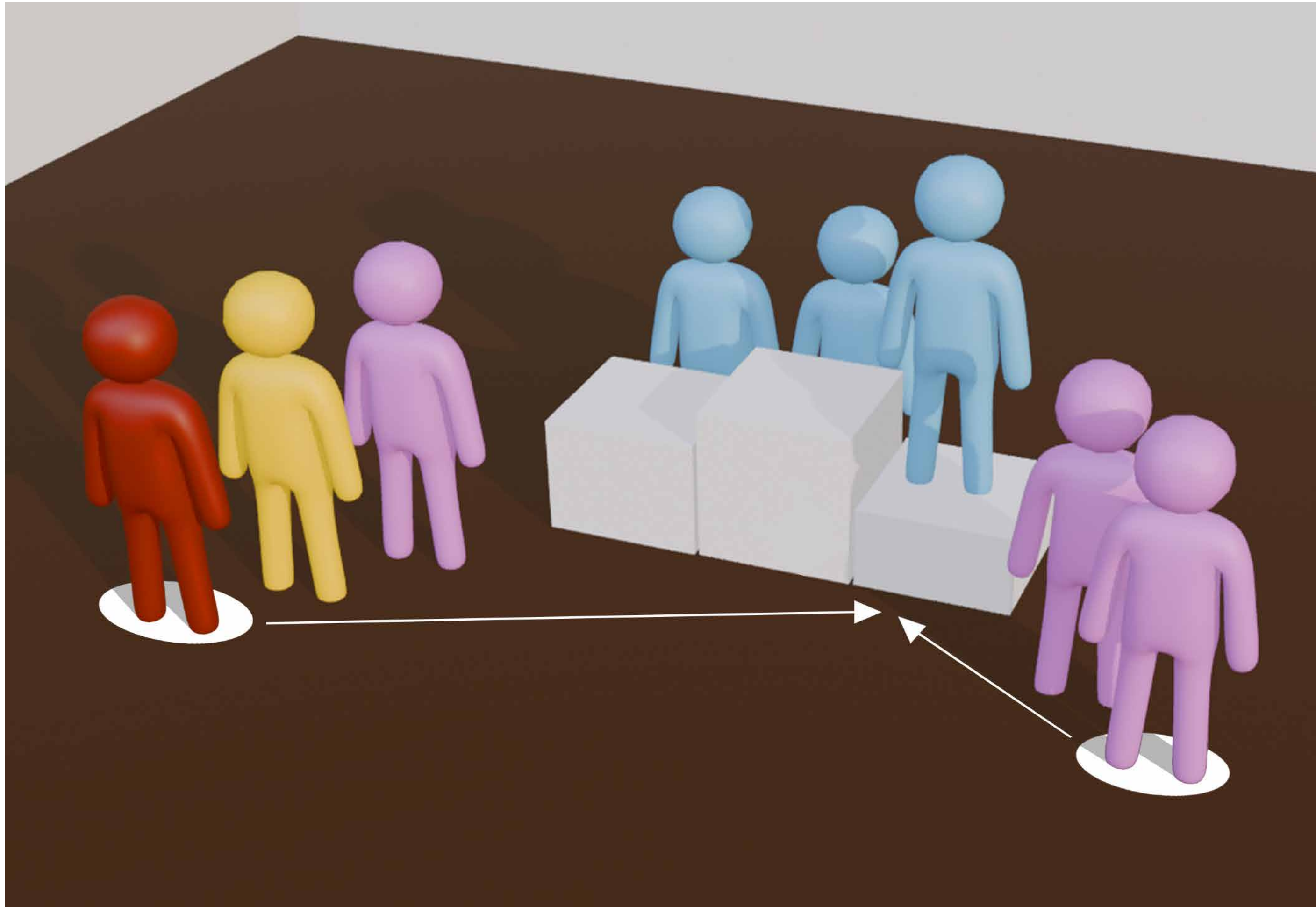
AWARDING

The medal tray-bearer and the medal presenter move in front of the athlete to award the medal.



AWARDING

The tray-bearer waits while the presenter awards the medal, then both return to their positions. Next, the gift presenter and the gift/flower tray-bearer move in front of the same athlete to present the gifts or flowers, then return to their positions.



AWARDING

This process is repeated for each medalist.

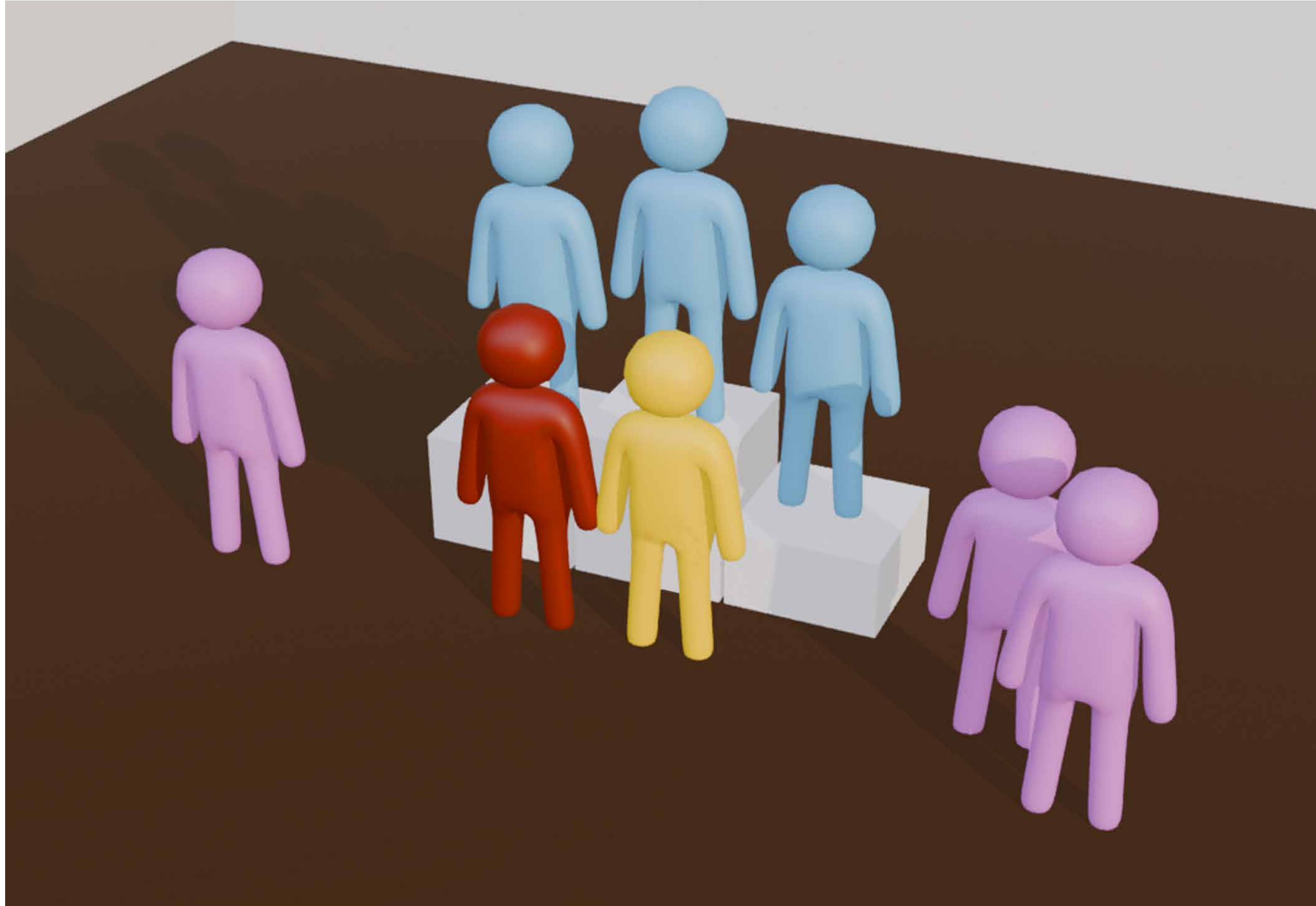
After all athletes have been awarded, all participants turn toward the flags to honor the gold medalist's national anthem.



For the **Teams' Awards**, each tray should hold the correct number of medals and gifts for each category (Bronze, Silver, Gold) to ensure all participants are awarded. If the gifts do not fit on a single tray, an additional tray and an extra assistant will be required.

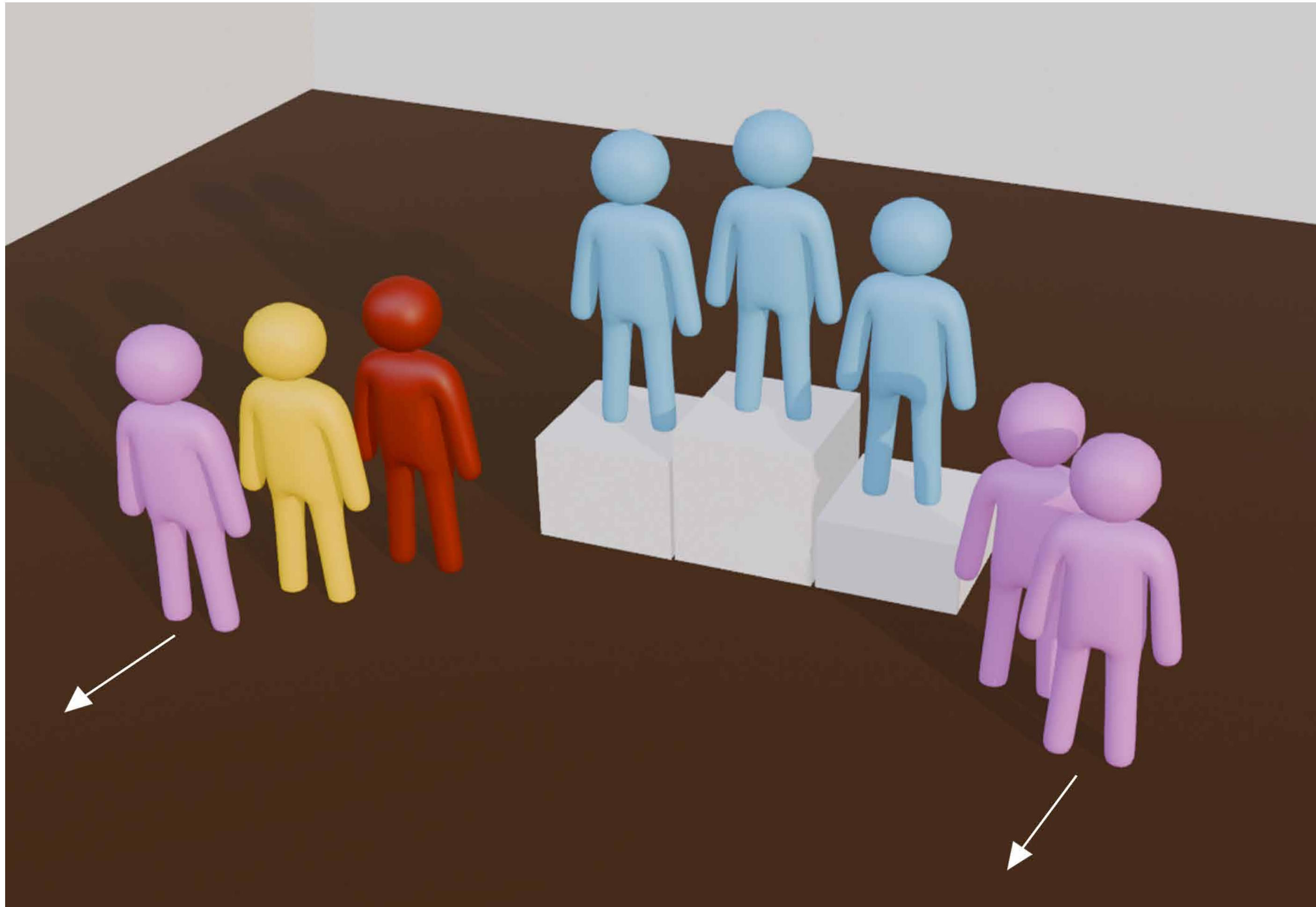
PHOTO MOMENT

After the anthem concludes, the presenters' escort guides the presenters to the athletes for the official post-award photo.



4.b EXECUTION

Once the photo is taken, the escort leads the presenters out of the podium area, followed by the tray-bearers.



5. SCRIPT

Please note the following Medal Ceremony script. This document defines the exact wording to be used by the Announcer and the standard sequence of the Ceremony. It shall be strictly followed by all involved personnel to ensure clarity, consistency, and correct timing throughout the Ceremony.

CUE NO.	PERSON RESPONSIBLE	DIRECTIONS & ANNOUNCER SCRIPT	SCREEN TEXT
1	Ceremony Producer	Once all medalists, presenters, volunteers etc. are in position, the ceremony producer (or relevant person from OC) informs the announcer that the ceremony can begin.	Competition Holding Graphic
2	Announcer	Ladies and Gentlemen, the Medal Ceremony for the (World Cup/ World Championship/Final, city, year) will now take place.	
3	DJ/ Audio Operator	DJ plays fanfare and award party moves to presentation stations as soon as the music begins. Once all are in position, the music will be lowered so the announcer can speak.	
4	Announcer	This is the medal ceremony for the (Name of Event) .	Event Title
5	Announcer	The medals will be presented by Name:	Presenter 1 name/title
6	DJ/ Audio Operator	Once the announcer introduces the presenter, the music should be raised enough to encourage applause. The music should then return to the previous level before the announcer speaks again.	
7	Announcer	He/She is accompanied by. Name: Title:	Presenter 2 name/title
8	DJ/ Audio Operator	Repeat Cue 6.	
9	Announcer	Bronze Medalist, Representing... (Country) ... (Name) .	Country, Bronze Medalist
10	DJ/ Audio Operator	Raising music once the name has been announced, keep music at this level until after the gift/flower presenter has returned to their starting position. before announcer speaks again.	
11	Announcer	Silver Medalist, Representing... (Country) ... (Name)	Country, Silver Medalist
12	DJ/ Audio Operator	Repeat Cue 10.	
13	Announcer	(And the) Gold Medalist, Representing... (Country) ... (Name) .	Country, Gold Medalist
14	DJ/ Audio Operator	Repeat Cue 10.	
15	Announcer	Ladies and gentlemen, if you can, please stand for the anthem of (Gold medal country) .	Country
16	DJ/ Audio Operator	Play national anthem of (Gold medal country) .	
17	Announcer	Ladies and gentlemen, the medalists!	Medalists/ Results
18	DJ/ Audio Operator	Ceremony celebration track (something upbeat) should play as soon as the announcer finishes.	
19	All	Pause for photographs to be taken/ceremony has formally ended - music should keep playing. Photos should happen automatically but announcer can say "We'll now pause for photographs to be taken" if needed.	
20	Announcer	(At this stage the announcer can thank the audience for coming, give information on the next event, wish them a safe journey home.)	Competition Holding Graphic

Thank you for your attention and cooperation.
Should you require any clarification regarding
the content of these guidelines, please do not
hesitate to contact the ISSF Event Coordinator
at roberta@issf-sports.org



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