



ORGANIZING THE ARCTIC WINTER GAMES

CEREMONIES AND AWARDS - OPENING & CLOSING CEREMONIES

The Host Society is responsible for the planning, organization and implementation of the Games Opening and Closing Ceremonies.

KEY POINTS

Host Society

- √ The Host Society is required to develop and implement Opening and Closing Ceremonies plans that adhere strictly to requirements in the hosting contract and the sections outlined below. Any variations from these must be approved by the AWGIC.
- √ The Opening and Closing Ceremonies must be held indoors.
- √ All Contingent national anthems must be played as part of the Opening Ceremony and the Hosting Country's national anthem may be played as part of the Closing Ceremony.

Chefs

- √ Chefs are responsible for managing their participants and ensuring they behave in a safe and respectful manner during the Opening and Closing Ceremonies.

1. Opening Ceremony

The following are the elements of the Games Opening Ceremony program. Deviation from this format is not permitted, unless approved in writing by the AWGIC.

- Duration of Ceremony - The Opening Ceremony must be no longer than one hour. Participants must not be held in a marshaling area for any more than one additional hour.



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- Stage Guests - The following individuals may sit onstage or in an appropriate alternate area for recognition purposes. Substitutes must be approved by the AWGIC. These can only be another elected political leader or if one is not available the Deputy Minister responsible for sport or if they are not available an AWGIC member from that Contingent.
 - The President of the Arctic Winter Games International Committee or their designate,
 - The political head of delegation from each Contingent (typically the Minister responsible for Sport or their designate).
 - The host jurisdiction political lead (typically the Premier or Governor),
 - The host country political lead,
 - The host community mayor,
 - The President of the Host Society,
 - Any other stage guests must be approved in writing by the AWGIC,
 - The AWGIC will consider Host Society requests for additional stage delegates under the terms of the permanent government partner protocol for the Games.

Speakers - Only the following individuals may speak at the Opening Ceremony:

- President of the AWGIC or their designate;
- President of the Host Society;
- Either the Premier/Deputy Governor or the Minister of Sport of the host jurisdiction;
- Mayor of the City;
- Indigenous Government Representative;

Speeches of officials shall not exceed one (1) minute in length. With the exception of the President of the Host Society, the President of the AWGIC and the Indigenous Government Representative, all speeches will be presented through video.

There shall be no speeches or presentations by any sponsor.



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- March In

- Contingents must march into the Opening Ceremony in the order established in the [Flag Policy](#). Note, the formal protocols around flags, anthems and related matters are very important to follow.
- When contingents are introduced the Emcee must use the approved Contingent names described in the [Contingent Names](#) policy.
- The Emcee shall also introduce the political head of Contingents as their respective contingents are introduced
- The approved list of the heads of Contingents will be provided by the AWGIC, one week prior to the Opening Ceremony.
- The Host Society may establish several entry areas for Contingents to speed up the march in process.
- Contingents must march by the stage or sitting area established for the stage guests/political heads of contingents so that they can be welcomed by the political leader for their Contingent.

- March Out

- Contingent Chefs de Mission must be provided with a detailed exit plan including transportation at least one day prior of the ceremony. The Emcee must outline the concise exit plan again at the closure of the ceremony.

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- Timing - The Opening Ceremony program must be as follows:

Time	Activity
0 - 3 Minutes	<ul style="list-style-type: none"> • Master of Ceremonies (Emcee) welcomes spectators and introduces mascot (if appropriate) and musicians or others accompanying the participant march in.
4 - 20 Minutes	<ul style="list-style-type: none"> • Emcee introduces contingents as they march in. Emcee must also introduce the designated political leader (Stage Special Guest) for each Contingent at this time. • Contingents march in as noted in the flag policy with the Host Team marching in last. Officials march in first. • Cultural participants march in with their respective team. • All teams follow their state, territorial or provincial flag and a banner identifying the Contingent, see flag policy. • Marshals in holding area must be prepared to move participants along at a fairly fast pace to maintain these time standards. • Teams are to be seated together and not mixed with other Contingents.
21 Minutes	<ul style="list-style-type: none"> • Stage Special Guests are detailed above and cannot be altered unless approved in writing by the AWGIC. • Stage Special Guests must be seated prior to the start of the ceremony.
22 - 24 Minutes	<ul style="list-style-type: none"> • Opening prayer and/or entertainment.
25 - 28 Minutes	<ul style="list-style-type: none"> • National anthems played in alphabetical order with host country played last.
29 - 31 Minutes	<ul style="list-style-type: none"> • Games theme song.
32 Minutes	<ul style="list-style-type: none"> • Opening speech by the AWGIC President or their designate
33 Minutes	<ul style="list-style-type: none"> • Speech by Host Federal government representative (or State representative in Alaska or national government representative in Greenland).
34 Minutes	<ul style="list-style-type: none"> • Speech by Host jurisdiction government representative (not required in Alaska or Greenland as this is covered above).
35 - 40 Minutes	<ul style="list-style-type: none"> • Entertainment.
41 Minutes	<ul style="list-style-type: none"> • Speech by Host Contingent Mayor.
42 Minutes	<ul style="list-style-type: none"> • Speech by Host Society President.
43 - 47 Minutes	<ul style="list-style-type: none"> • Entertainment.



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48 - 49 Minutes	<ul style="list-style-type: none">• Lighting of the Torch by two participants (suggest one male and one female¹) from the host contingent .• They are to enter the venue running together carrying a hand-held torch and are to light a Games torch which may be kept burning throughout the week.• The torch must include the AWGIC symbol on it.
50 - 52 Minutes	<ul style="list-style-type: none">• Athletes² and Officials Oath³ (see Appendix 'A').
53 - 55 Minutes	<ul style="list-style-type: none">• Raising of the Arctic Winter Games Flag, may be underscored by an instrumental version of the Games theme song.
56 Minutes	<ul style="list-style-type: none">• The AWGIC President or their designate declares Games officially open.
57 - 60 Minutes	<ul style="list-style-type: none">• Emcee to announce concise departure plans of the participants• Participants to march out to close.• Fireworks outside the Opening Ceremony venue are recommended. (within close proximity to the Opening Ceremony venue with ample time for athletes and special guests to get to the site)

Note: The Emcee's script is to be approved by the AWGIC no later than 24 hours prior to the Ceremonies and be tightly controlled with no allowance for additional material to be added. No Corporate sponsors are to be given any opportunity for a speaking role during the Ceremonies.

Recommendation: The marquee entertainment must be incorporated within the Opening Ceremony to allow contingent participants to view it.

2. Closing Ceremony

The following are the elements of the Games Closing Ceremony program. Deviation from this format is not permitted unless approved in writing by the AWGIC.

- a. Duration of Ceremony - The Closing Ceremony must be no longer than forty-five (45) minutes. Participants must not be held in a marshaling area for any more than one additional hour.

¹ The participants must be current or former Arctic Winter Games participants from the Host Contingent.

² The athlete(s) taking the oath must be competing in the Games. Typically, they are selected from the Host Contingent.

³ The officials taking the oath must be officiating at the Games.



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- b. Stage Guests - The regulations for Opening Ceremony apply to the Closing Ceremony. The only additional guest allowed will be the Mayor of the next host Contingent. The Emcee is to introduce and acknowledge the stage guests/political heads of contingents.
- c. Speakers – The Host Society may choose to have no formal speeches/speakers at the Closing Ceremony, with written approval from the AWGIC.
- d. The presentation of the Hodgson Trophy and the AWG flag to the next host should be handled with suitable ceremonial protocol. It is an important piece of the overall Closing Ceremony.
- e. March In – Contingents march into the Closing Ceremony as one combined group. The Host Society may establish several entry areas for Contingents to speed up the march in process. Each contingent is to have an athlete representative carrying their team flag and is to either parade across the stage or stand in a group on stage and be introduced.
- f. Exit plan for departure of teams should consider the teams with immediate flight departures and must be clear and outlined to the Chef's prior to the Closing Ceremony; Emcee must know the Exit Plan and communicate it clearly at the close of the Ceremony.
- g. Timing - The Closing Ceremony program must be as follows, but may be adjusted to a lesser time if there are no formal speeches

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Time	Activity
0 - 2 Minutes	<ul style="list-style-type: none"> • The Emcee welcomes spectators and introduces musicians or others accompanying the participant march in. • Comments on the success of the week.
3 - 17 Minutes	<ul style="list-style-type: none"> • Emcee introduces participant march in. • Flags march in at the head of the procession according to the flag protocol noted previously or in the alternative flag bearers are on the stage. • All participants and officials are to march in with Contingents mixed together to symbolize new friendships made
18 Minutes	<ul style="list-style-type: none"> • Emcee introduces Stage Special Guests. • . • Stage Special Guests must be seated prior to the start of the ceremony.
19 - 21 Minutes	<ul style="list-style-type: none"> • Entertainment - OPTIONAL
22 - 23 Minutes	<ul style="list-style-type: none"> • Speech by Host jurisdiction government representative. OPTIONAL
24 - 25 Minutes	<ul style="list-style-type: none"> • Speech by Host Society President. OPTIONAL
26 - 28 Minutes	<ul style="list-style-type: none"> • Entertainment.OPTIONAL
29 - 33 Minutes	<ul style="list-style-type: none"> • Emcee introduces AWGIC President and/or his designate • AWGIC President and/or his designate explains the purpose of the Hodgson Trophy and makes the presentation to the winning Contingent's Chef de Mission⁴.
34 - 38 Minutes	<ul style="list-style-type: none"> • Emcee says "And now President (or his designate) (name of AWGIC President/designate) of the AWGIC will present the Arctic Winter Games flag to the Mayor of (name of next Contingent to host) of (territory, province or state name) the next host of the Arctic Winter Games in March, (year of next Games). • The flag is lowered, folded by a ceremonial troop and presented to the President of the AWGIC or his designate, or in the alternative the Flag is already folded and ready to be passed on to the next host.. • The President of the AWGIC or his designate then passes the flag to the Mayor of the next host Contingent. • As the flag is passed to the AWGIC President or his designate and then the Mayor, the instrumental version of the Games theme song may be played in the background.

⁴ The Hodgson Trophy should be placed on the dignitary's stage before the Closing Ceremony begins



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38 - 42 Minutes	<ul style="list-style-type: none">• Entertainment. OPTIONAL
42 - 45 Minutes	<ul style="list-style-type: none">• AWGIC President or their designate declares the Games closed.• At the exact moment the Games are declared closed the torch is to be extinguished.
46 Minutes	<ul style="list-style-type: none">• Participants march out. Fireworks are optional if time allows and should be within close proximity to the venue with time allowed for athletes and special guests to get to the site for viewing.

Note: The Emcee's script is to be approved by the AWGIC and tightly controlled with no allowance for additional material to be added. No Corporate sponsors are to be given any opportunity for a speaking role during the Ceremony.

3. Games Torch and Cauldron

- The 2008 Arctic Winter Games Host Society commissioned a special Games Torch as a legacy item for future Host Societies. This torch will be passed to future Host Societies at the Closing Ceremony of each Games, or if it is not possible to pass the Torch at the Closing Ceremony, the Torch will be shipped to the next Host Society. The torch cannot be modified in any way without the express written permission of the AWGIC.
- Each Host Society is responsible for providing a Games cauldron to be lit at the Opening Ceremony and extinguished at the Closing Ceremony. The design of the cauldron must be approved by the AWGIC. One commercial marking less than 50 square centimeters will be allowed on the cauldron.

4. Media Access

- Media are generally allowed access to the open floor space in the main Opening and Closing Ceremonies facility. They must not be allowed access to participant staging areas or related preparation areas.

5. General Notes for Opening and Closing Ceremonies

- Plans for the Opening and Closing Ceremonies must be approved by the AWGIC at least sixty days in advance of the ceremonies.
- An AWGIC Director resident in the Host Contingent will be a member of this Host Society committee.



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- The services of a professional stage manager must be utilized for the Opening Ceremonies and is recommended for Closing ceremonies.
- The flag and anthem protocols as described in the Staging Manual have been preapproved by participating Governments.
- It is especially important for the Host Society to meet with the Chefs from, and brief those volunteers with direct responsibility for, Teams Yamal, Sápmi and Greenland to confirm that there are no language barriers that may cause issues.
- The venues must be indoor and include:
 - An area for a stage with a podium and public-address system,
 - A large warm area for marshalling participants,
 - Spectator space,
 - An area for entertainment or performances,
 - An area for special guest seating,
 - Clear visibility of the Games Torch or screen video of the Torch,
 - Facilities for television coverage and other media.
- Marshalling and staging Participants prior to the Ceremonies should be as short as possible.
- Participants should be stationed so as to be able to view the entertainment and official functions on the stage (directly or through large screen projection systems). If possible, participants should be seated at the Opening Ceremony.
- Flags must be displayed according to the [Flag Policy](#).
- The Flag Bearer for each Contingent must be a current athlete or current cultural participant from that Contingent.
- The Host Society must develop and brief all participants on a safety and evacuation procedures for both events (proper lighting, safety personnel etc.) and the protocol for connecting any 'lost' participants with their contingents.



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6. Food Services

Food Services must be available to the participants following the conclusion of the Opening Ceremony and the Closing Ceremony.

7. Anthems

Official versions of Contingent Anthems must be played during the Opening Ceremony. The Hosting Country's national anthem may be played during the Closing Ceremony. Digital versions are available from the AWGIC.