

Closing Ceremonies

A closing ceremony helps to bring everyone together at the end of an event to reflect upon the successes, congratulate the efforts of the competitors, thank everyone who has been involved and wish everyone a safe onward journey. A closing ceremony can also bring the event to a nice close and provide positive memories of the event.

The table below shows the layout that a closing ceremony should take. It also notes with a tick (✓) the minimum components to be included for a local (**L**), regional (**R**) and national (**N**) level of Special Olympics GB event.

Where possible a closing ceremony should be led by a master of ceremonies (MC) using a microphone so that everyone attending the ceremony can clearly hear what is being said.

L	R	N	Component
✓	✓	✓	MC to welcome everyone to the closing ceremony
		✓	Parade of athletes in alphabetic order by club/region ¹ accompanied by music if possible
		✓	MC to comment on some of the highlights of the event
		✓	MC to introduce the event manager to say a few thank yous
✓	✓	✓	Event manager to thank all that have been involved in the event: <ul style="list-style-type: none"> ○ Competitors ○ Coaches ○ Officials ○ Event volunteers ○ Dignitaries/guests ○ Event sponsors/supporters ○ The venue and its staff ○ Spectators and family members ○ Event Management Team
		✓	Lowering of the Special Olympics flag
		✓	Exiting of Special Olympics flag (carrier by four athletes) accompanied by music if possible
			MC to explain that The Flame of Hope will be extinguished
			The Flame of Hope is extinguished
		✓	MC to introduce a guest (e.g. local representative such as the Mayor) or the event manager to declare the event closed
✓	✓	✓	Guest/event manager says " <i>I declare the insert name of event closed</i> "
		✓	MC to thank everyone for coming and to wish everyone a safe onward journey

¹ Signs should be made up to be carried in at the front of each club/region. This should note the club/region that the entering team are from. Volunteers can carry these signs or if there are no signs, they can lead the team into the closing ceremony. All teams should end up facing the audience.