

Order of Announcements for Swim Meet

Notes

Announcements below are suggestions – Feel free to add your own spice

Speak slow and clear

Opening pool for warmups - Time _____

- “The pool is now open for warmups. Please enter feet first.”

Timer’s meeting – Time _____

- “Attention timers there will be a meeting in 15min at _____ in the _____.”

Meet Introduction – Time _____ Pledge of Allegiance or National Anthem

- “Welcome to day _____ of the _____. Please stand as you’re able and remove your hats for the _____.”
- “Thank you _____ the meet will begin at _____ and out of courtesy to the athletes please remain quiet at the starts and refrain from flash photography.”

Events and Heats

- Make announcement after the officials short 4 or 5 whistles at the end of the previous race, indicating the next heat is to be ready.
- When announcing first race “We will be starting with event ____ the _____. Heat 1 of _____.”
- If announcing first heat of next race – “Next up is event _____ the _____. Heat 1 of _____.”
- If announcing 2nd or more heat – “Heat _____ of _____.”

Staging

- Announcement should be made 2-3 events prior to the race.
- Need to find out which events will require staging.
- “We will begin staging the _____ in the _____.”

Concessions/Vendors

- Announcements can be made at any time
- “Concessions are now open and located in the _____”
- “Don’t forget to pick up your swim meet merchandise at the _____ located in the _____.”

Closing

- This announcement can be made during the last race.
- “Thank you for attending the _____. Please make sure to collect your belongings and trash before you leave.”