**MC Manual for Kizuna Cup 2017 Opening Ceremony**

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| ***Timetable*** | ***～Opening～*** |
| 10:00 | **【開始アナウンス】** |
| May I have your attention please? The opening ceremony will start soon. Please be seated and wait for a while. |
| May I have your attention please?（２回繰り返す） Ladies and gentlemen, welcome to the Kizuna Cup 2017. I would like to hold the opening ceremony of this contest. First of all, today’s distinguished judges will enter this room. Please stand up and give them a loud applauds.  **【Judges入場】** |
|  | **【Judge紹介】**  (Judge入場したら)Please be seated.  I would like to introduce today’s distinguish judges.  Judges, excuse me, but please stand up when I call your name.  The distinguished judges are: Mr.Yoshito Homma from Takasaki City University of Economics. Ms.Hinako Sasaki from Univ. of the Sacred Heart. |
|  | **【Opening Address】** |
| First of all, Mr. Yuto Oyama who is the member of Sophia University ESS speech section in 2017 and Mr.Kota Shidara who is the chief of University of Tokyo ESS speech section will deliver the opening address. So, Mr. Oyama and Mr.Shidara, please come up to the stage.  -----Address-----  Thank you. |
|  | **【Helper紹介】**  Lastly, I would like to introduce today's assistants. The main timekeeper today is Mr./Ms. on my side, sub-timekeeper is Mr. /Ms. 　 on my opposite side, and I,Kokoro Yamashita, am the master of ceremonies. Thank you. |
|  | **【終了アナウンス】** |
| Now this concludes the Opening Ceremony. Thank you for your nice corporation and kind attention. |
|  | **【諸連絡】**  これより日本語で失礼いたします。  この度は2017年度Kizuna Cupにご参加いただき、誠にありがとうございます。まもなくExtemporaneous Speech Sessionが始まります。ご着席のままお待ちください、 |
|  | ***～Extemporaneous Speech Session～*** |
| 10:10 | **【開始アナウンス】**  May I have your attention please? Extemporaneous Speech Session will start now. I will explain the rules for this session. Each speakers are given three topics. He or she will choose one, and prepare a speech in 15 minutes. After delivering the speech in 8 minutes, we will have Question and Answer session for three minutes.  **【1st Speaker】**  Ladies and gentlemen, let us welcome the 1st Speaker. The 1st speaker is Mr./Ms. , representing University.  The preparation time starts now.  （準備時間15分が過ぎたら）  The preparation time is over.  Then Mr./Ms. , please.  (Speechが終わったら)  Now we have a 3minute question and answer session. **Mr.Homma**, please..  (もしも３分超えても質問が出たら) I am sorry, but the time is up.  Thank you Mr. Homma and Mr./Ms. . |
| 10:36 | **【2nd Speaker】**  Ladies and gentlemen, let us welcome the 2nd Speaker. The second speaker is Mr./Ms. , representing University.  The preparation time starts now.  （準備時間15分が過ぎたら）  The preparation time is over.  Then Mr./Ms. , please.  (Speechが終わったら)  Now we have a 3minute question and answer session. **Ms. Sasaki**, please..  (もしも３分超えても質問が出たら) I am sorry, but the time is up.  Thank you Mr. Sasaki and Mr./Ms. . |
| 11:02 | **【3rd Speaker】**  Ladies and gentlemen, let us welcome the 3rd Speaker. The 3rd speaker is Mr./Ms. , representing University.  The preparation time starts now.  （準備時間15分が過ぎたら）  The preparation time is over.  Then Mr./Ms. , please.  (Speechが終わったら)  Now we have a 3minute question and answer session. **Mr.Homma,** please.  (もしも３分超えても質問が出たら) I am sorry, but the time is up.  Thank you Mr. Homma and Mr./Ms. . |
| 11:28 | **【4th Speaker】**  Ladies and gentlemen, let us welcome the 4th Speaker. The 4th speaker is Mr./Ms. , representing University.  The preparation time starts now.  （準備時間15分が過ぎたら）  The preparation time is over.  Then Mr./Ms. , please.  (Speechが終わったら)  Now we have a 3minute question and answer session. **Ms. Sasaki**, please..  (もしも３分超えても質問が出たら) I am sorry, but the time is up.  Thank you Mr. Sasaki and Mr./Ms. . |
| 11:30 | **【5th Speaker】**  Ladies and gentlemen, let us welcome the 5th Speaker. The 5th speaker is Mr./Ms. , representing University.  The preparation time starts now.  （準備時間15分が過ぎたら）  The preparation time is over.  Then Mr./Ms. , please.  (Speechが終わったら)  Now we have a 3minute question and answer session. **Mr.Homma**, please..  (もしも３分超えても質問が出たら) I am sorry, but the time is up.  Thank you Mr. Homma and Mr./Ms. . |
| 11:54 | Now is the judging time.  (Judgeさんのカードが両方Readyに変わったら)  Now all the speakers have finished their speeches.  The distinguished judges will leave this room.  Please give them a big round of applause.  （Judgeさんが退室し終わったら）  Please be seated.  We will have noon recess until 13:00. Please be seated by 12:55. 12:55.  Thank you. |
| 12:55 | May I have your attention please? The Extemporaneous Speech Session will start soon. Please be seated and wait for a while. |
| 13:00 | May I have your attention please? I would like to start the Prepared Speech Session.  First of all, the distinguished judges will enter this room. Please stand up and give them a laud applauds.  (Judgesが座ったら) Please be seated.  I will explain the rules for this session. Each speaker has 8 minutes to present his or her speech on topics.  After the speaker finishes the speech, we will have a question ＆ answer session for 3 minutes from one of two judges. Then we will welcome questions from the audience for 3 minutes. Speakers are allowed to answer questions asked within 3 minutes. |
| 13:05 | **【1st Speaker】**  May I have your attention, please? Let me welcome today’s 1st speaker. The 1st speaker is Mr./Ms. from .  He / She will deliver the speech under the title of (2回コール)  (Speakerが欠席の場合: But, unfortunately he/she is absent today.)  Ms. / Mr. , could you come up to the stage?  【Speech】  Thank you, Mr./Ms. . Now, we will have the Question and Answer session. Ms. Sasaki, please.  (もしも３分超えても質問が出たら) I am sorry, but the time is up.  Thank you Ms.Sasaki and Mr./Ms. .  Now, let me welcome some question from the audience.  （適当に指名する）  （もしも３分超えても質問が出たら）  I am sorry, but the time is up.  Thank you questioners and Mr./Ms. . |
| 13:20 | **【2nd Speaker】**  May I have your attention, please? Let me welcome today’s 2nd speaker. The 2nd speaker is Mr./Ms. from .  He / She will deliver the speech under the title of (2回コール)  (Speakerが欠席の場合: But, unfortunately he/she is absent today.)  Ms. / Mr. , could you come up to the stage?  【Speech】  Thank you, Mr./Ms. . Now, we will have the Question and Answer session. Mr.Homma, please.  (もしも３分超えても質問が出たら) I am sorry, but the time is up.  Thank you Mr.Homma and Mr./Ms. .  Now, let me welcome some question from the audience.  （適当に指名する）  （もしも３分超えても質問が出たら）  I am sorry, but the time is up.  Thank you questioners and Mr./Ms. . |
| 13:35 | **【3rd Speaker】**  May I have your attention, please? Let me welcome today’s 3rd speaker. The 3rd speaker is Mr./Ms. from .  He / She will deliver the speech under the title of (2回コール)  (Speakerが欠席の場合: But, unfortunately he/she is absent today.)  Ms. / Mr. , could you come up to the stage?  【Speech】  Thank you, Mr./Ms. . Now, we will have the Question and Answer session. Ms. Sasaki, please.  (もしも３分超えても質問が出たら) I am sorry, but the time is up.  Thank you Ms.Sasaki and Mr./Ms. .  Now, let me welcome some question from the audience.  （適当に指名する）  （もしも３分超えても質問が出たら）  I am sorry, but the time is up.  Thank you questioners and Mr./Ms. . |
| 13:50 | **【4th Speaker】**  May I have your attention, please? Let me welcome today’s 4th speaker. The 4th speaker is Mr./Ms. from .  He / She will deliver the speech under the title of (2回コール)  (Speakerが欠席の場合: But, unfortunately he/she is absent today.)  Ms. / Mr. , could you come up to the stage?  【Speech】  Thank you, Mr./Ms. . Now, we will have the Question and Answer session. Mr.Homma, please.  (もしも３分超えても質問が出たら) I am sorry, but the time is up.  Thank you Mr.Homma and Mr./Ms. .  Now, let me welcome some question from the audience.  （適当に指名する）  （もしも３分超えても質問が出たら）  I am sorry, but the time is up. |
| 14:05 | **【5th Speaker】**  May I have your attention, please? Let me welcome today’s 5th speaker. The 5th speaker is Mr./Ms. from .  He / She will deliver the speech under the title of (2回コール)  (Speakerが欠席の場合: But, unfortunately he/she is absent today.)  Ms. / Mr. , could you come up to the stage?  【Speech】  Thank you, Mr./Ms. . Now, we will have the Question and Answer session. Ms. Sasaki, please.  (もしも３分超えても質問が出たら) I am sorry, but the time is up.  Thank you Ms.Sasaki and Mr./Ms. .  Now, let me welcome some question from the audience.  （適当に指名する）  （もしも３分超えても質問が出たら）  I am sorry, but the time is up.  Thank you questioners and Mr./Ms. . |
| 14:20 | Now is the judging time.  (Judgeさんのカードが両方Readyに変わったら)  Now all the speakers have finished their speeches.  The distinguished judges will leave this room.  Please give them a big round of applause.  （Judgeさんが退室し終わったら）  Please be seated.  We will have Judging time for 60 minutes. Please be seated by 15:30. 15:30. Thank you.  【プレゼント交換のお知らせ】  これより日本語で失礼いたします。本日は絆Cup2017にお越しいただきありがとうございます。15:40より、余興のクリスマスプレゼント交換を行います。参加を希望される方は、プレゼントをお持ちの上こちらの部屋にお越し下さい。諸連絡は以上です。 |
| 15:30 | **【Closing Ceremony】**  May I have your attention, please? 　Now, I would like to hold the closing ceremony of this contest. First of all, the distinguished judges will enter this room. Please stand up and give them a loud applauds.  (Judgeさんが座ったら)  Please be seated. |
|  | The distinguished judges will give us some comments on today’s contest.  First, Ms. Sasaki,please.  (コメント終わったら)  Thank you,Ms. Sasaki. Next, Mr. Homma, please.  (コメントが終わったら)  Thank you,Mr,Homma.. |
|  | 【**Awarding】**  Ladies & Gentlemen, now the most exciting time has come.  It is my great pleasure to announce the winners of the Kizuna Cup 2017.  First, I would like to announce the 3rd prize. Mr. Homma , please.  Judgeが賞状を受け取ったら  The 3rd prize goes to Mr./Ms. from university.  Winnerが壇上に上がり、Judgeが賞状の本文を読み、Winnerが席に着いたら  Congratulations, Mr./Ms. (Winner) . Thank you, Mr. Yanagimura .  Next, I would like to announce the 2nd prize. Ms. Sasaki , please.  Judgeが賞状を受け取ったら  The 2nd prize goes to Mr./Ms. from university.  Winnerが壇上に上がり、Judgeが賞状の本文を読み、Winnerが席に着いたら  Congratulations, Mr./Ms. (Winner) . Thank you, Ms. Sasaki .    Ladies and gentlemen, it’s my great pleasure to announce the winner of the Kizuna Cup 2017.  Mr. Homma, please.  Judgeが賞状を受け取ったら  The 1st prize goes to Mr./Ms. from university.  Winnerが壇上に上がり、Judgeが賞状の本文を読み、Winnerが席に着いたら  Congratulations, Mr./Ms. (Winner) . Thank you, Mr.Yomma. |
|  | **【Judge Gift】**  Next, we thank you judges for coming today.  We have some gifts of our gratitude.  (JAがギフトを渡したら)  Thanks again Mr.Homma and Ms. Sasaki. |
|  | **【Closing Adress】**  Finally, I would like to welcome today’s last person.  The closing address will be delivered by Ms. Yukari Matsuo from Keio University.  Ms.Matsuo , could you come up to the stage?.  (アドレスが終了したら)  Thank you, Ms. Matsuo.  This concludes the Kizuna Cup 2017. Thank you for your corporation. We are looking forward to seeing you again the next year, in the Kizuna Cup 2018. |
|  | 【写真撮影】  これより写真撮影を行います。はじめにWinnerの方々とJudgeの方々でお願い致します。  （終了後）  次にSpeaker全員とJudgeの方々でお願い致します。  （終了後）  この後、Receptionを開催致しますので、係員の指示に従ってご移動をお願い致します｡ |