

# Duties for Deputy of Ceremonies

last updated 2-July-2009 by Gordon Nuttall

The Deputy(s) assist the Master of Ceremonies (MC). Here are some tasks that are common.

## Setup

- arrive no later than 20 minutes before start of meeting
- bring 100 evaluation forms (make copies from website if previous Deputy doesn't supply them to you)
- get committee signup clipboard, and speaker handouts ready
- write/tape any announcements / information on the whiteboards
- if there are recruiters that week, find out who is the recruiting liaison and have the handheld mic ready for them to make their announcement
- Work with A/V tech to get everything powered up and sound-checked
- Help MC set up laptop on the projector system. Make sure laptop has presenter's file on it (or on thumb drive). May need to press-hold the f4 and fn keys to get output on projector

## Handle the wired microphone

- Turn the mic on and adjust the mic stand to be about 5 ½ foot high
- Keep the mic in the stand.
- For new member introductions, keep the wired mic in the stand and have them come to the stand. If one person removes it, put it back when they are done. Very short people may need to have you tip the mic down, very tall tip it up. It's too clumsy to try to adjust height of stand. Let the sound board tech adjust volume to suit the new member.
- Likewise if there are any announcements from the audience such as alumni

## Handle the wireless handheld microphone

- Turn the mic on
- Hand mic to recruiter liaison and committee chairs at the right time in the business slideset
- During Q&A, stand in a visible position in the front. Usually stand on the opposite side of the screen from the presenter(s). When speaker selects a person in the audience with the question, raise the microphone to your shoulder height and walk briskly to the person selected. Hand the mic to the person and have them stand. Let them keep the mic until the question has been answered. Then walk briskly back to the front. When you have reached the front, the speaker can then ask for another question.
- Turn the mic power off when not being used to reduce interference from cell phones and save batteries.

## Pass out speaker notes and feedback forms.

## Count number of attendees at beginning of program.

## Lights

- flip lights off and back on 5 minutes before start of presentation to get people into their seats.

## Newcomer introductions

- Give your own elevator speech as an example for the newcomer
- Check that all who are lined up have a newcomer badge. If they don't, ask them to stay for this meeting and come back next week and attend the new member orientation first, then give their introduction.
- Give a quick tip to newcomers on how to stand close to the mic
- As the newcomers give their escalator introduction, keep them moving forward toward the mic (their natural tendency will be to stay along the side)

## Finish up

- stand at the exits and collect evaluation sheets
- pick up committee sign-up clipboard and give to membership
- pick up any stray blank evaluation sheets
- Remove flyers from whiteboard
- pick up any trash and put chairs back in place
- Help Gordon load up his assortment of gadgets and carry them to the car ☺