

# Duties for Master of Ceremonies (MC)

last updated 17-July-2009 by Gordon Nuttall

## Pre-meeting:

Get from Champion

- Powerpoint file
- bio or introduction info

Gather any notices of new alumni from LinkedIn Group or email or word-of-mouth.

- at the meeting, write them on the sheet that goes to the person from the alumni committee

Prepare Powerpoint slideset

- Update the Powerpoint slideset with this week's specifics on the speaker, program title, announcements, breakout session
- review the speaker notes. Some like to print 2 per sheet and add your own notes to have on podium.

## Day of:

Arrive early enough to set up laptop and projector

Set up microphones (with deputy). See the A/V tech duty sheet.

1. Do a sound check with your lapel mic.
2. Have spare batteries ready

Welcome presenter and prepare for calling the meeting to order

Find out who the recruiter liaison is and introduce at the Recruiting slide (when we have one)

Find out if there are any chairpersons with announcements for Committee sign-up slide. Remind them that they will stand up and introduce themselves briefly at the committee slide.

Find out alumni who are attending and add name to list from YahooGroups or word-of-mouth

- write these names on the clipboard/sheet that goes to the person from the alumni committee
- Ring bell 5 minutes before start of meeting

“Huddle” with presenter and deputy 15 min before start of meeting to decide how to handle the mics during Q&A.

- for “motivational” speakers, use 3x5” cards for people to write questions, then champion selects questions
- for most speakers, have them repeat the question before answering. Do not use wireless handheld mic for questions
- for speakers who prefer to interactively take questions, work with deputy on handling the mic to make sure questions are heard by audience. (refer to deputy's duties file to see how this is supposed to work)

Call meeting to order on time (but not before newcomers are out of orientation)

Introduce the presenter(s) (or have the champion do that). Put their bio on the podium ready to read.

During presentation and Q&A

- Be firm at wrapping up. Walk to front of room, say “One more question”. Give the presenter one more opportunity to close when that question is answered, and then applause.

Thank the presenter(s)

Conduct business meeting using the business meeting slideset. Use the speaker notes as reminders of what to say.

Pass around clipboard with committee signup sheet at the Committee slide.

Manage new members, recruiters, and sign up sheets, with deputies.

During new members' intro, keep them focused (30 seconds).

## After Meeting:

Network. Meet the new members.

Let the A/V tech and deputies pack up.