

Master of Ceremonies by Bill Harrison

The M.C. is the person in charge of the event. They make the events happenings run smoothly.

Responsibilities:

Start and End of Event:

- Arrive Early
- Make sure Equipment is at the site and set up
- Arrange to have mic splitters, extra cords for computers, speakers
- Backup Equipment provided
- Copies of the schedules provided for participants

Conducts the Program:

- Make sure all involved in the event are present
- Get dancers into squares on the Floor
- Open the event by introducing themselves and welcoming everyone to the event
- Announces where bathrooms are located and emergency exits
- Introduces the callers and round dance cuers on the event schedule
 - a) We hear many times “This person needs no introduction”
 - b) All introductions should begin with information about the individual and then their name
- Introduces Club Officers, committee people, association officers
 - c) From PA or MD Association we are please to have with us Bill and Judy Harrison
 - d) Introduce the committee name and then the people names on the committee

- Acknowledges callers and round dance cuers not scheduled but present at the event
 - a) Many use the term “Local”
 - b) I prefer and urge all to use “Area” We have some area callers and cuers at the dance today, they are Tom Miller, Bill Harrison, Betsy and Roy Gotta
- Special announcements such as birthdays, anniversaries, other events
 - a) If there are several birthdays announce the people names
 - b) Once the names are announced, the MC could lead everyone in Happy Birthday to all.

Maintains the schedule:

- Keeps the callers and Round dance cuers on time
 - a) Speak with the staff and remind them of the scheduled times
- Keeps the schedule on time
 - a) Unexpected announcements can alter the schedule.
 - b) May have to ask someone to shorten their tip to accommodate unexpected announcements.
- On occasions, the M.C. may have to make the schedule and establish breaks, announcements or lead the grand march if one is scheduled
- Handles emergencies
 - a) Have address of location
 - b) Know who has medical kit
 - c) Announce The EMCA (emergency Medical Call announcement) procedure