

How to MC your Next Event: 10 Steps to Success!

1. Ensure that you work with the latest schedule of events, so that you have everything covered.
2. Make sure that times for introductions, breaks, questions, room changes, etc have been included in the schedule.
3. Check that all of your presenters know the order in which they are appearing and how much time they've been allocated.
4. Position yourself near to the stage, for ease of access and so that you can keep your program on time and on track.
5. Provide support for your presenters by discussing with them their individual introduction and reminding them that you'll be on hand, to assist with any emergencies, technical or otherwise.
6. Before the day starts, carry out a thorough check of all equipment to be used - this includes a sound check of all microphones.
7. Provide a supply of drinking water (no ice, no bubbles) and plenty of glasses within easy reach of the podium.
8. Make sure there's sufficient light available at the podium for presenters to read their notes.
9. Check any catering arrangements to ensure that they coincide with your schedule. There's nothing worse than food arriving too early, or too late.
10. During the program keep the audience informed of any changes to the schedule, but don't point-up any minor dramas that might be happening behind the scenes.
11. If this all sounds too hard, call on a professional! :)