The Chapter Show MC

Being asked to MC a show is an honor.. But there are as many variables in a chapter show as there are chapter shows.

1. The first and most important things to do are:
   a. Retype the script in 16 pt type font size so you read it easily.
   b. Move the margins in so the lines aren't so wide.
   c. Add breath marks where you normally would breathe.
   d. Double space between paragraphs.
   e. Only one introduction per page and number the pages.
   f. Put your script in a 3 ring binder so it stays in order.
   g. Make 2 copies of your script. One for the podium and the other backstage.

2. Check out your microphone before the show starts for sound level and set the height. Will your script/notes fit on the podium? Is there a light for you to see?

3. Learn the correct pronunciation of performers names. Write them phonetically on your script. If in doubt, ask the performer how to pronounce their name.

4. Be impartial with each performer. Introduce each of them in exactly the same way with as much enthusiasm as you can.

5. Be at ease.. Put the performers and the audience as ease with your behavior. You are usually the last person a performer sees before he is on stage, and you are definitely the last one he hears. Your manner can influence their performance.

6. Have some extra material along just in case as some times delays occur. Do not use jokes that are in-house or stories that are private. Humor is ineffective if the audience is shut out. Do not anticipate laughs as they rarely ever come where you expect them. .

7. Do not match wits with a heckler. As tempting as it may be to fire back at the heckler, realize that you only diminish your professionalism as a result.

8. Do not shill for applause, (ie., "weren't they great?"). Do not encourage encores, let the performers decide.

9. **Talk slow and speak clearly**.

10. **And SMILE**....