

Emceeing an Event

Are you invited to emcee (MC) and event like a concert or other event? Congratulations, we know you're amazing on air, and you'll be amazing on stage too! In this video, we've got some useful tips to think about and undertake to help set you up for a successful performance while representing CFRC as an official event emcee!

Before You Emcee

Do your research and know the key information so you can develop an effective introduction. Information you will need to gather ahead of the event will include:

- Name of the event and theme
- What the event actually is (a concert? A festival? A fundraiser? A talent show? A book launch? An anniversary? An observance? A debut?)
- how many years has the event been running
- how many days is the event running (if a multi-day event or festival)
- who is/are the organizer(s)
- Who is/are the sponsor(s) that must be acknowledged
- Speak with the organizers about getting bios for all artists/presenters, runsheet of timing for on/off stage (cues)
- Get phonetic pronunciation for names of folks and titles for any of their works you may introducing that are difficult to pronounce and/or in a language with which you are unfamiliar
- Are you doing the land acknowledgment, or do they have a standard one for you to read?
- Using the runsheet/cuesheet the organizers should provide you, create very short scripts to rehearse in front of a mirror at least several days in advance of the event, especially if it is your first time You want to work on maintaining excited positive energy!
- Write out and print notecards or the prepared script you may receive from the organizers. Review the script in advance and check in with organizers with any questions or possible corrections and updates.

When You Arrive at the Venue (or talk to the organizer in advance)

- Confirm who is performing/speaking
- Who are the sponsors? Know if you're required to mention them and when (check your notes for cues and add notes if needed)
- Determine any other shoutouts/acknowledgements you'd like to make. Is there a merch table? Vendors? Community booths? Thank the sound and light people, volunteers, crew, catering & bar staff, and guests for showing up.
- If you're outdoors - is there a water station, first aid station, emergency exits, portapotties to direct people to? Rain location if outdoors to direct people to?
- What day of the festival is it? (ie: It's Day 4 of Spring Reverb)
- Prepare an outro.
 - Is it the final event of the festival? If so, recap the event and say goodbye?

- Is there more happening? Direct people to what's next - what is the lineup for the rest of the festival/event? In addition to what's happening on your stage, don't forget to mention what's coming up later that day and the next day (if applicable), including performers, kick off time and event location.

Remember!

- Be energized, get a good rest, eat and drink before you get there, bring a water bottle and snack to keep you going
- go to the bathroom before you hit the stage!
- Let the audience know who you are and who you are there representing. e.g. *Hi I'm [Your Name] from CFRC, host of [Your Show].*
- Have fun!