



Intermediate/Advanced MC's Guide



For online meetings, this role is typically done while seated.

- OPENING REMARKS, if any.
- INTRODUCE HUMORIST: _____
- INTRODUCE IMPROMPTU MASTER: _____
- After the Impromptu segment, if the Impromptu Master has forgotten to do so, call for the eligibility report and then the vote for Best Impromptu.
- AFTER THE BEST IMPROMPTU VOTE HAS BEEN COLLECTED, INTRODUCE SPEAKERS.*

| SPEAKER NAME | TYPE OF SPEECH | LEVEL (CIRCLE) | INTRO MATERIAL | EVALUATOR |
|--------------|----------------|---|----------------|-----------|
| | | BASIC 3-5 MIN INT: 4-6 MIN ADV: 5-7 MIN | | |
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- CALL FOR THE ELIGIBILITY REPORT AND THEN THE VOTE for Best Speaker
- INTRODUCE EVALUATORS
- CALL FOR THE ELIGIBILITY REPORT AND THEN THE VOTE for Best Evaluator
- INTRODUCE POET LAUREATE after Best Evaluator votes collected _____
- CALL FOR WORDMASTER'S REPORT _____
- ASK VOTE COUNTER (usually the Club Chairperson) TO ANNOUNCE WINNERS, AS YOU CALL FOR THEM. Best Impromptu first, then Best Evaluator, then, finally, Best Speaker.
- CLOSE MEETING. Thank attendees and pass the meeting to the Meeting Manager.

*** Pro Tip for Introductions** Keep occasional notes (see p. 35) about the members during their speeches and Impromptus so when you need introductory material for them, when you are MC, you can just refer to your notes.