



MC's Guide



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

- Welcoming remarks (if any).
- INTRODUCE THE HUMORIST _____ (stay unmuted to help with replies).
- INTRODUCE THE 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 VOTES HAVE BEEN SUBMITTED, INTRODUCE* SPEAKERS

First Speaker: _____ Level ____ Type of Speech: _____ # minutes _____
 Intro info: _____ Evaluated by: _____

Second Speaker: _____ Level ____ Type of Speech: _____ # minutes _____
 Intro info: _____ Evaluated by: _____

Third Speaker: _____ Level ____ Type of Speech: _____ # minutes _____
 Intro info: _____ Evaluated by: _____

Fourth Speaker: _____ Level ____ Type of Speech: _____ # minutes _____
 Intro info: _____ Evaluated by: _____

- CALL FOR THE ELIGIBILITY REPORT AND THEN THE VOTE for Best Speaker.
- INTRODUCE EVALUATORS one at a time.
- CALL FOR THE ELIGIBILITY REPORT AND THEN THE VOTE for Best Evaluator.
- INTRODUCE THE POET LAUREATE *after Best Evaluator votes collected* _____.
- CALL FOR THE WORDMASTER'S REPORT _____.
- ASK THE VOTE COUNTER (USUALLY THE CLUB CHAIRPERSON) TO ANNOUNCE THE WINNERS. *Best Impromptu first, then Best Evaluator, then, finally, Best Speaker.*
- CLOSE THE MEETING. *Thank group and pass the meeting to the Meeting Manager* _____.

* **Pro Tip for Introductions** *Keep occasional notes (see p. 56) 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.*