

# MASTER OF CEREMONIES

GSI Caller School

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A caller serves as an MC at dances, classes and workshops and are asked to serve as an MC at many large festival dances and conventions.

A caller's competence is enhanced by knowing how to handle the various responsibilities of a Master of Ceremonies effectively.

## **GENERAL RESPONSIBILITIES OF AN MC**

- Getting the squares on the floor
- Introducing the programmed callers
- Scheduling the callers, for establishing the times for refreshment breaks and announcements, etc.
- Organizes a Grand March if requested
- Introduce visiting dignitaries, club officers, committee people, association officials, etc.



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## PREPAREDNESS AND THE NEED FOR FLEXIBILITY

- Arrive early to ensure equipment is fully operational.
- Verify callers are present and that each one knows what is expected.
- Be prepared to handle "no- shows"
- Ensure callers are prepared, i.e. computer plug ins, records, etc.
- Pre prepared for emergencies.

## MAKING INTRODUCTIONS AND ANNOUNCEMENTS

- Introduce staff is immediately prior to their first working assignments.
- Introductions should be meaningful and informative, and brief.

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## MAKING INTRODUCTIONS AND ANNOUNCEMENTS - continued

- Discover as much as possible about the professional credits of each programmed staff member and should be well-rehearsed in the comments that s/he plans to make about each one. Placing pertinent information on 3x5 cue cards can sometimes be very useful.
- To open the proceedings, it is sometimes a good idea for the M.C. to introduce him or herself and to make a few brief introductory remarks. This sets the tone for the evening and may serve to let the dancers know that they can expect to have a good time. An MCs opening comments should be light and breezy.
- Project a friendly and enthusiastic demeanor. A touch of humor may be appropriate but should not be overdone.
- Learn how to pronounce correctly the names of each person that s/he is required to introduce.



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## CONCLUSION

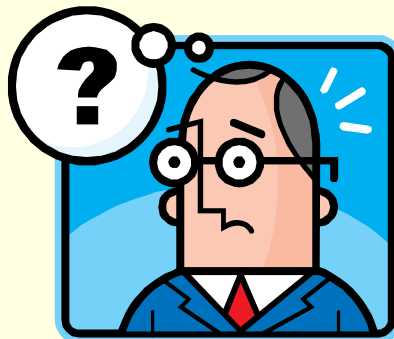
The MC is not the star of the show, but serves rather as the knowledgeable catalyst that keeps the dance moving toward a successful conclusion.

In addition to making introductions and announcements, the MC controls the pace and progress of the dance. The M.C. is the one who must decide when to speed up the proceedings - or when to slow them down - and the M.C. must also know not only when such adjustments are necessary, but how to make them. Obviously, the programmed callers and cuers have the most to do with the success of a dance. The function of the M.C., on the other hand, is to make their jobs as easy as possible.

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# QUESTIONS



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# ANSWERS