

# 14 Steps for Being an Outstanding Master of Ceremonies

By Allan Kaufman, DTM and Allan Misch, DTM

You should not be assigned this role until you have first served as Impromptu Presentations Emcee and Evaluator Emcee. We also recommend that you give at least your first three speeches. As a Master of Ceremonies, you are the coordinator and emcee of the meeting. There is a lot involved. You shouldn't be asked to serve in this role until you are ready. However, we encourage you to volunteer once you have served in the roles mentioned above.

As the Master of Ceremonies...

- Step 1. Email all the participants at least a week before the meeting** asking them to confirm and for the speakers to supply you with their introductions (see Step 7). Call those speakers that do not respond to your email at least 5 days before the meeting.
- Step 2. Call the Impromptu Presentations Emcee and Evaluator Emcee three days before the meeting** if they did not respond to the email.
- Step 3. Ask the Evaluator Emcee to call the Speech Evaluators and Timer, Vote Counter, and Grammarian if your organization has these roles** (only those that did not respond to the email) and get back to you so you can prepare the agenda.
- Step 4. Usually, put the speakers in order of their experience/level**, least experienced first.
- Step 5. Assign Speech Evaluators** so you have an experienced Speech Evaluator evaluate an advanced speaker.
- Step 6. Print the agenda.** Include the speaker's qualification level after his/her name. Bring about 5 to 10 extra copies of the agenda (more than your total active membership) to the meeting. You should find the qualification levels on the master schedule
- Step 7. Ask the speakers to email their introductions to you**, and to bring introductions to the meeting. The introductions should include their program manual speech number assignment, the purpose of the speech, something about them, the timing for the speech and the title of the speech. Refer to our article *Two Powerful Techniques for Introducing a Speaker*.
- Step 8. Bring your introduction to the meeting** for your organization's club/chapter president to introduce you.

**Step 9. Prepare remarks that explain to guests how your program works**, including the main parts of the program. However, rather than going into a lot of detail about each part, allow the Impromptu Presentations Emcee and the Evaluator Emcee to fully explain their parts when they are at the lectern.

**Step 10. Arrive early to the meeting**, distribute the agendas, and finish any last minute details, including any needed changes, subtractions, or additions to the program.

**Step 11. Be sure to mention any changes to the program** so members and guests can adjust their agendas.

**Step 12. Always lead the applause before and after you introduce anyone.** Remain in front until you turn control of the lectern to the person you introduce.

**Step 13. Ask for the vote** (if your organization does that) if the Impromptu Presentations Emcee or Evaluator Emcee forgets to ask for the vote for Best Impromptu Presentation Speaker or Best Evaluator.

**Step 14. Thank everyone for participating** and then return control of the meeting to your presiding officer.

Follow these 14 steps and you're guaranteed to do a great job as Master of Ceremonies

*Allan Kaufman and Allan Misch <http://www.nosweatspeaking.com> specialize in rapidly reducing public speaking fear and offer 2 valuable, bonus reports and public speaking tips in their complimentary monthly No Sweat Speaking(sm) Ezine <mailto:nssezine@nosweatspeaking.com?subject=Subscribe>.*

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