

Master of Ceremonies

Seminar content:

- Preparation
- Duties and Responsibilities
- At the end
- Grand March, polonaise

Preparation (before)

- Type of program: Evening dance / Farwell Dance /Weekend / Jamboree
- Setting up and testing the sound equipment
- Know the infrastructure of the hall
- Be flexible to replace the guest leader in case of the need
- Be prepared for Emergencies
- Total Knowledge of the scheduled program
- Setting up the equipment, soundcheck and explain the equipment to the guest leader, if necessarily.
- Collect and choose themes for the event

Duties and Responsibilities (during the dance)

- Making introductions and announcements during the dance
- Pick up the dancers from where they are at the beginning. Motivate them, give them information, and explain the procedures.
- SMILE.
- Announcing/ introduces the next leader as well as possible while using their correct spelled name, motivating them before and after their appearance.
- Always remember, that a positive introduction may often motivate a positive performance
- Announcing all Information during the dance
- Maybe preparing an ad hoc program for the topic “Leaders from the floor”
- Supervise the schedule – all topics should start and end on time. All leaders should follow the scheduled program and correct use of Definitions.
- Keep control at your own Body Language, Voce, behavior
- Engaging the audience
- Let the guest leaders shine in a bright light

Leading a Grand March / Polonaise

- Using Grand March Music/Choreography and maybe calling the first short tip.
- Welcome all guests.
- Introduce guest leaders correctly and positive included their EEP status, CALLERLAB and other honorary titles
- introduce the club board of hosting club, thanking all the working hands.
- Contribute to the high spirits actively. Not only the guest performer needs to prepare for the night, but the MC also contributes a lot to the success of the dance.

- At a Special or Festival, the entire event needs to be assembled to be a thrilling, informative and entertaining whole unit. It is our job to entertain the dancers and to fill their time with as much fun as possible.

At the end:

- Keep thank you speeches for the end.
- NEVER forget thanking all the hard-working hands and helpers
- NEVER forget thanking leader's partner!
- After Action Report (GEMA/SUISA etc.)

Literatur

Nr ECTA Biblio- thek	Autor	Titel	Verlag/Jahr/Info
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Revisions

Nr.	Changes	Release	Contrib.	Date
1.	First merge			
x.	Separation from documents with all topics in single documents with reviewed layout		CW	2010/01/23
3.	Überarbeitung und Ergänzung		EH	MRZ 2010
4	Überarbeitung, Formatierungen		EH	2012/03/05
5.	Review – no changes		EH	2013/12/05
6	Review: no changes		EH	2015/04/24
7	Include EEP status Update for website	1.5	EH	2018/04/30
8	Vorbereitung Literaturverzeichnis		EH	2018/09/25
9	Review – edits to match German version	1.7	DP	2022/02/10