



## MC duties

- Come prepared with notes about the performers you're introducing. Bios of all performers can be found on the club website. Follow links to view their performances.
- You may find it useful to use a notebook or tablet rather than loose sheets. Bring a couple of pens.
- Introduce yourself to any venue staff.
- Meet and greet performers.
- Chat to the performers. Find out how they want to be introduced, any news or interesting things they would like you to announce. Ask if they have any CD's or upcoming tours they would like to promote. Adjust your notes accordingly.
- Between performances make any housekeeping announcements. You may be asked to make other announcements, e.g. lost property, car headlights left on, etc. Use your discretion, requests do not have to be accommodated if they don't seem appropriate.
- Remind audience to take care crossing the road over to the Substation.
- Alert venue staff of any safety concerns (Bowls Club, Substation, The Hub)
- At the end of each performance thank the performers, make any announcements and let the audience know what the next act will be.

## Bowls Club specific

- Kitchen staff may ask for announcements to be made.