

MC & MUSIC

LIST OF DUTIES FOR FRANKSTON ARTS CENTRE

(published May 2023)

- Please arrive no later than 45 mins prior to the start of your session
- Check in with your supervisor on arrival (the Ticket Box will point you in the right direction)
- Go backstage to familiarise yourself with the environment and check the microphone, music and item number program before the audience is let in (at least 30 mins before the start of the session).
- Familiarise yourself with the iPad and how it applies to your role.
- Take the time to go upstairs and introduce yourself to the Adjudicator and Writer and take note of their names for the announcements (if not already entered into the iPad)
- Please refer to your announcements and recommended introductions of items
- It is your responsibility to keep to the timings for the session wherever possible through the set up of items on stage. If coaches need to be asked to hurry up then do so in a polite yet firm manner.
- If there is a technical error and the team has entered the stage, please refer to the Supervisor for a decision on whether the team can re-appear or not (this is an Adjudicator decision). If this happens, please move on to the next item in the program and await communication from the Supervisor.
- Coaches will call their own lighting via headset – please keep out of their way during these items
- Please ensure there is a theatre technician present when DLP's are being loaded onto the theatre laptop during the breaks.
- You will be in charge of opening the shutter for the DLP at the start of each item and then ensuring it's closed at the end of the item as well.
- Results for each item are either announced after each section or prior to each break (depending on the size of the overall competition. Please check with your supervisor regarding how your session will run.
- If the session you are MC'ing is a Tinies/Tots session then all coaches will be presented on stage prior to the final results to collect medals & certificates. You will be required to announce the clubs but the adjudicator will present them to the coaches.
- For all other sessions you will introduce the adjudicator for the final results and then announce the aggregate when she is finished. Please make sure you "refresh" the iPad at least once before stepping on stage to announce the aggregate winners (and make sure that all six items are appearing in the aggregate). The adjudicator will be the one to present the trophies to the winning coaches.
- At the conclusion of the session read the final reminders and close off the competition.

- You will be supplied with food & drinks during your session – the Supervisor will advise where, when and how.
- This role is subject to our confidentiality agreement so you will need to read and sign the paperwork supplied to you by the supervisor at each session you volunteer.
- This role is also subject to 1 profit share point for the club or charity of your choice. Please advise the Volunteer Co-ordinator who you would like to allocate your profit share point to, if you haven't already done so.

Thank you so much for volunteering your time for Longbeach!

INSTRUCTIONS FOR MC

For Champ Seniors, Inters & Juniors there MAY be a Stage Manager supplied by CV

- *There will be a DLP run with all of our announcements*
- *THIS NEEDS TO BE STARTED AT LEAST 5 MINS PRIOR TO THE OFFICIAL START TIME OF THE COMPETITION*
- *When it's complete you can introduce yourself (either on stage or from side stage – whichever makes you comfortable)*

“Good morning / good afternoon / good evening

My name is and I will be your MC for today”

“Our adjudicator for this session is and her writer is

Please make them feel welcome”

“We have withdrawals from today’s program that we need to advise you of.....”

OR

“There are no withdrawals today – all competitors will be appearing”

“Could the adjudicator please indicate that she is ready to commence?”

“Thank you (*insert name*) and we are now ready to commence with our first section for the day(*insert item name*).

There are competitors in this section and we now welcome competitor number 1”

Some examples of intros for each number.....

- *Please welcome to the stage competitor number xx*
- *We are now ready for competitor number xx*
- *We now present competitor number xx*
- *Now ready to perform is competitor number xx*
- *We now come to the final competitor for Free Exercises, competitor number xx*

Be very careful to not add extra comments. You can't comment on how gorgeous any team was, how beautiful they look side stage, etc. It must be kept very clinical during the comp. NEVER MENTION A CLUB NAME.

Don't interact with the competitors – they are under instruction from their coaches.

The coach needs to be the one to tell you that the team is ready to perform and that's when you announce them. In the rules of competition they only have a couple of minutes to set up though so make sure they are moving quickly.

*Ensure you are announcing the items as they are listed on the iPad.
Free Exercises, not Freearm, etc.*

Ensure that you are marking “competing” and “waiting for results” on the iPad as required.

At the end of a section while waiting for the adjudicator to be ready, announce something like..

***** Check if the results are being given after each item or prior to each break *****

“We'll give our adjudicator a few minutes to collate her results and be with you shortly”

OR

“We'll be with you shortly for the results of that section”

OR

“We will be moving ahead with our next section when our adjudicator is ready, and the results for both..... & will be given prior to the break

When the adjudicator rings her bell, you need to hand over to her for results... examples are:

“Please give your attention to our adjudicator for the results of the Free Exercises section”

OR

“Thank you (insert name), I will now hand over for the results of that section”

Please make sure that the corridor behind the stage is always clear for “run throughs” during items (remind the backstage volunteer of this too)

ANNOUNCING BREAK TIMES

- **Give the re-start time, not how long the break will be. People remember the time mentioned so if you say “10 mins” they won’t remember when the break started!**
- **On return, welcome everyone back and remind them that seats are allocated and everyone should be in their correct seat**
- **DLP to run after main break???**

For the items that lighting is allowed (aesthetic, song, dance, cal revue, etc) you need to make sure that the coach calling the lighting moves quickly to the headset. They can’t be the one to set up props, place the girls and THEN get on the headset...

For the “fancy” items you also need to announce the titles of the items... examples below....

“Competitor number 3 is now ready to perform their song for you and the title of their item is Three Little Pigs”

OR

“Competitor number 4 will be performing Snow White”

Example of END OF COMPETITION ANNOUNCEMENTS

Before we welcome our adjudicator to the stage for her final results, we would like to thank you for being a wonderful audience

We would also like to thank the competitors and coaches for a friendly comp, and for keeping items moving so quickly and smoothly

Very sincere thanks to all our volunteers for their hard work and dedication to their various roles. If you would like to volunteer for any of our future sessions, please contact by facebook or email.

Please keep in touch with our website and facebook page for results and for lost property! We are hoping that we won't have any lost property to post so please make sure you take everything home with you today!

In handing over to our adjudicator for the results of the last items could you please show your appreciation for her hard work today, and that of her writer...

Example of CLOSING

Thank you all again for a great competition today.

Please gather all your belongings and clear the dressing rooms as quickly as possible as we have another session waiting to come in.

We look forward to seeing you at another section of Longbeach this year!