GUIDELINES FOR MUSTER MCs

Thank you for doing this essential job. We hope you enjoy the experience and will volunteer again. Remember to ask one of the committee if you are unsure about any aspect of this job.

**TIPS AND TRICKS**

Collect performance names, it’s a really good idea to ask at the muster prior to the one where you are MCing. Pre event notifications - determine if "reading", if so allocate 4 only until all other poets are catered for, then if slots available put other "readings" in.

Do not "wait to see" if 'someone' is coming. Please have the first half organized with available people. We want to welcome people but it’s best to slot late comers into second half.

If there are any problems with the program or late comers ask a committee member for assistance.

When arranging the performance schedule - allow 6 minutes per performance unless otherwise pre-arranged with the poet. People often do quite short poems so check with the poets, if you can, as it might mean you can fit more performers in on the night. In addition, give preference to poets who have learnt their poems. They should ideally be given two opportunities through the night, especially if they are well under their six minutes in their presentations.

Try and give a range of performers - split traditional/contemporary, men / women,

new / experienced etc if you can.

Do not announce the performer’s poem, let them introduce it themselves.

Make sure you have a “reader from the classics”. This generally begins the second half of the evening and is allotted about 8 minutes.

There is no need for excessive introductions or jokes. Do this is you are comfortable but you do not need to read lots of internet wit. The focus is on presenting the poets and the poems.

Performers should ring the MC in advance if they know they would like to perform.