



# Master(s) of Ceremonies

## [Emcee]

- ❖ Master(s) of Ceremonies, not Ceremony.
- ❖ The dependence on M.O.C. (Emcee) should be minimised.
- ❖ The Presiding Officer can conduct the meeting/function.
- ❖ If the service of an emcee is inevitable, the selection should be made with utmost care.
- ❖ An emcee can either make or mar a meeting/function.
- ❖ Two Masters of Ceremonies are preferable.
- ❖ An emcee should be an experienced Lion(Lioness) with
  1. Deep knowledge in Lionism.
  2. Vast knowledge about the Lion VIPs.
  3. Thorough knowledge in Protocol.
  4. Commanding voice.
  5. Presence of mind.
  6. Sense of punctuality and humour.
- ❖ The M.O.C. must be provided with.
  1. A detailed - time bound - agenda.
  2. A copy of the invitation.
  3. A list of the VIPs expected.
  4. Convenient seats from where the stage and the audience should be clearly visible.
  5. Enough light to meet and write.
  6. A powerful, trouble free mic.
  7. A bottle of mineral water.
  8. An M.O.C. badge on the table.
  9. An errand boy for assistance.

## Master(s) of Ceremonies

10. Tape recorder with our National Anthem Cassette in exact (ready) position.
  - ❖ There should not be empty chairs nearby.
  - ❖ The emcee must be thoroughly prepared.
  - ❖ The Masters O.C. should split their responsibilities in advance. (Who is going to say what)
  - ❖ There should be clear understanding between them.
  - ❖ There should not be any clash or confusion.
  - ❖ A few rehearsals may help a lot.
  - ❖ Difficult and uncommon names of VIPs should be familiarized, with correct pronunciation.
  - ❖ The Master(s) of Ceremonies should have on their table.
    1. Copies of time marked agenda.
    2. Prepared papers, (numbered and tagged in order)
    3. District Directory with necessary pages indexed.
    4. List of the VIPs expected, with short notes. (arranged in order or alphabetical order.)
    5. Protocol list for emergency reference.
    6. Pen and scribbling pad.
    7. Watch / clock, showing correct time.
    8. A torch or emergency light, (if held in the evening.)
9. Candles and a match box or lighter.
  10. One or two extra mementos.
    - ❖ The presence of an experienced Lion for consultation may help (sometimes confuse too)
    - ❖ Every word should be audible and articulate.
    - ❖ The M.O.C. must occupy the seat in advance.
    - ❖ Invite the audience, especially the VIPs, standing outside, into the auditorium at least five minutes prior to the meeting.
    - ❖ Commence the meeting exactly on time.
    - ❖ The M.O.C. may introduce themselves very briefly. (Mutual introduction is better than self introduction.)
    - ❖ Welcome the gathering to the Ceremony warmly.
    - ❖ Seek the co-operation of the audience, (attention & silence.)
    - ❖ Remind the VIPs to stick on to the time allotted to them.
    - ❖ Remind that only the President has the privilege to address individually everyone on the stage.
    - ❖ Request the others to address the President only and other in common.
    - ❖ Invite the VIPs to the stage, as per the Protocol. (The highest ranking officer is the last)

## Master(s) of Ceremonies

- ❖ The Guest of Honour / Chief Guest may be led to the dais.
- ❖ First announce the name of the Lion who is going to escort/ lead and then the name of the dignitary to be led. (Otherwise the latter may dash to the dais without waiting to be escorted.)
- ❖ Standing Ovation should be given only once, or at the most twice.
- ❖ Instead of demanding standing ovation after the announcement, tactfully remind the audience before the announcement that it is customary to give a standing ovation on such occasions.
- ❖ Stand up, announce and lead the standing ovation yourself
- ❖ After the Highest Ranking Official is seated on the dais, invite no one to the stage, ceremoniously announcing through the mic.
- ❖ The late coming VIP for whom a seat is vacant on the stage, may be requested by the Greeting Committee to go and occupy the chair, during the gap between two items in the agenda, without disturbing the proceedings.
- ❖ It is better that the Presiding Officer is entrusted to conduct at least the items from "Calling the Meeting to order" to the item before the Welcome Speech / Presidential Address/ Introductory Remarks, if not the rest of the items in the agenda.
- ❖ Everyone who is called upon to do something, must be introduced very briefly. (only one sentence)
- ❖ Thank everyone after the performance with an appreciative word, if necessary.
- ❖ It is not necessary to comment upon everything.
- ❖ If commented, the observation should be very brief and it must be complimentary.
- ❖ Diplomatically remind, when inviting, the time allotted for-
  - ❖ not during the performance
  - ❖ (consented to / kind enough to introduce the G.O.H. within three minutes...)
- ❖ Don't deviate from the agenda, as far as possible.
- ❖ A touch of humour is welcome.
- ❖ But it should be apt, short and not wounding anybody.
- ❖ Eye contact with the audience is essential.
- ❖ Master(s) of Ceremonies should be always very courteous in their speech.
- ❖ Master(s) of Ceremonies should not be disturbed during the progress of the function.