

CLUB MAC OF MONTEREY
Master of Ceremonies Script

PRE-MEETING

* Before or during the meeting, write important words or other notes on the white board, such as name of presenter, any URLs to be referenced during the meeting, officers needed to be elected, the date of the next open Board meeting, etc...

OPENING UP ITEMS

- * Open the General Meeting at 7:00 pm (or a few minutes later)
- * Introduce yourself and the other Board members, and the person presenting the program
- * State that attendance is open to members and guests
- * Remind everyone to sign in for a drawing for a Door Prize at the end of the meeting
- * Indicate there will be a break for "networking" and refreshments midway through the evening

INTRO/SHARING TIME

- * Request any guests to introduce themselves and talk about how they use their Macs
- * During the Q & A: ask for questions, but listen carefully so as to pace them, how long they last, to find a balance between tech-talk and beginners seeking help
- * Request any other announcements of news and interest, including "shameless self-promotions"

MEETING RELATED TOPICS

- * Point out how CMoM members are preferred presenters, to show each other how we use our Macs
- * Invite CMoM members to participate by showing how they use their Macs

PROGRAM

- * Introduce the Program topic and the person presenting (with a little background info)
- * Watch the time: note when it is time for the Break (about 8:15--8:30 or so) so as to leave enough time to conclude the presentation
- * Prepare a "Certificate of Appreciation" with the name of the Presenter, signed by the President (or other Board members) to hand to the Presenter, followed by a round of applause

CLOSING UP

- * Finish everything by 9:00. Put cables, chairs and tables back. Lights off.
- * Be sure these items are removed by the appropriate persons: Door Prize tub, Refreshments tub, Sign-in sheet, cash or checks from new/renewing members

Feb08