

CMoM MASTER OF CEREMONIES SCRIPT

6:40 pm: Prepare materials

- Retrieve hot water pot & tub with goodies from closet in Canterbury Room
- Retrieve “Door Prize tub” with membership flyers and mugs to rest on stage.
- Post CMoM banner to outer wall--if available
- Fasten Flip Chart with CMoM URL, name of presenter, etc.--if available
- Prepare Sign-in page with clipboard and pen
- Assist connecting the laptop to the projector
- Set up microphone

6:45 pm: Move tables and chairs

- Move chairs into rows or semi-circle around the presenter

OPENING

- 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 all guests.
- Remind everyone to sign in now 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
- Explain how laptops can be connected to the new wireless DSL

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 how long they last, to find a balance between tech-talk and beginners seeking help
- Request any other announcements of news and interest, including our favorite, "shameless self-promotions"

MEETING RELATED TOPICS

- Ask for any suggestions for future topics
- Point out how CMoM members are preferred presenters, to show each other

how we use our Macs. We invite CMoM members to participate by showing how they use their Macs

PROGRAM

- Introduce the Program topic and the person presenting. Ask the Presenter to offer a little background info.
- Watch the time: note when it is time for the Break (about 8:15--8:30 or so) leave enough time to conclude the presentation.
- Prepare a "Certificate of Appreciation" (found in the "Benefits Tub") 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.

BREAK

- Allow about 10 minutes or less. Remind people that the meeting will continue after the break and to wait for the door prize drawing

DRAWING NAME(S) & DOOR PRIZE(S)

- CHECK IN ADVANCE TO SEE IF THE DOOR PRIZE IS FOR MEMBERS ONLY. Or if there are several other giveaways

CLOSING UP

- Finish everything by 9:00. Chairs and tables returned. Lights off.
- Be sure these items are retrieved and taken home by the appropriate persons:
 - Door Prize tub
 - Hot water Pot & Refreshments tub
 - Sign-in sheet
 - cash or checks from new/renewing members