

Master of Ceremony

Before the meeting

1. Email/Call/Whatsapp all the role players in advance to get their introductions and project details
 - Connect with the role players to get content for their introduction. Just 2 points:
 - What do they do? (studying abc course in xyz college or working as abc engineer at xyz company).
 - What is their hobby? (just 1 or 2 items)

If you want to make it even interesting, you can ask this question instead of “*What is your hobby?*”. Hobby would remain the same week-on-week, if the same speaker happens to deliver speeches. However, the theme of the meeting and the speaker’s thoughts on the theme would vary week-on-week, making the introductions unique.

- What is their thought about the meeting theme? For ex., if the theme of the meeting is “New Beginning”, you can ask the “Which new beginning is memorable to you in life?”
 - Get speech title, manual project number, purpose to be achieved, and time duration, from the speakers delivering their Hive Talks
 - Connect with the JAM master to discuss his or her duties. Also provide the JAM master with a list of role players to ensure these people will not be called-on during JAM session. Request JAM master to select topics based on the theme of the meeting.
2. Prepare introductions for each speaker. A proper introduction is important to the success of the speaker’s presentation. (Refer to how TV anchors, or MCs introduce people in TV shows)
 3. MC is responsible for the meeting to start and end on time. If required, the length of JAM session can be cut-down. You need to have an agreement with the JAM master, before the meeting starts. Signal the JAM master, when to end the JAM session during the meeting.
 4. Prepare remarks which can be used to bridge the gaps between program segments. You may never use them, but you should be prepared to avoid possibly awkward periods of silence.
 5. Prepare a detailed script (even to the extent of minute by minute event details). It will help you to have a smooth flow during the meeting.
 6. Be in the meeting venue at least 15 minutes before (for online meetings) and 30 minutes before (for offline meetings) the meeting.
 7. **Before the meeting starts**, make sure all the role players are available. If not, report immediately to the meeting organizer and look for replacement.
 8. **During the course of meeting**, it is your responsibility to maintain high energy in the hall throughout the meeting and at the same time, not consuming too much time.

Master of Ceremony Worksheet

DATE: _____ Word of the Day: _____

Theme: _____

1. Welcome all the participants and start the meeting.

(short notes)

2. Introduce the theme of the day and its significance (get all the speakers' introductions based on the theme of the day).

(short notes)

3. Explain the flow of meeting and the 3 segments (Hive Talks, Just-a-Minute Talks and Peer-Reviews).

Our meeting has 3 segments:

The 1st segment is **Hive Talks** – Members will come prepared and deliver a speech based on objectives outlined in the project manual

The 2nd segment is **Just-a-Minute Talks** – Random participants will be selected and asked to share their thoughts on an impromptu topic

The 3rd segment is **Peer-Reviews** – In this segment, speakers will get feedback on their performance

4. Introduce the Time keeper and Wordsmith and ask them explain their role to the participants

The time keeper for today's meeting is <name of the time keeper>. <name of the wordsmith> is studying xyz or working as abc at xyz. His hobbies are xyz

<name of the time keeper> - Can you please explain your role to the audience?

(after time keeper explains the role)

Thanks <Name of the time keeper> !

The next role player is the Wordsmith.

The wordsmith for today's meeting is <name of the wordsmith>. <name of the wordsmith> is studying xyz or working as abc at xyz. His hobbies are xyz

<name of the wordsmith> Can you please explain your role to the audience?

(after wordsmith explains the role)

Thanks <Name of the wordsmith> !

5. Inform the audience that you are starting the Hive Talks segment.

(Now, let us get into the Hive Talks segment. We have X speakers today)

6. Hive Talks

Speaker #1

Our 1st speaker XYZ is giving a speech from the Speech Mastery Level 1 manual. To introduce XYZ

1. He / She is working as a XYZ in ABC
2. His / Her hobbies are...
3. XYZ is delivering a speech on "<Project Title>"

Before I call _____<Name of Speaker>_____ to the (virtual) stage, may I request the reviewer of the speech <name of reviewer> to read the project objectives?

(after the reviewer describes the project objectives)

Thank you <name of reviewer>.

Now, join me in welcoming <speaker name> to deliver her speech on "<speech title>"

(after the speaker delivers the speech)

<add a one-line remark about the speech (for ex., "Wow! That was an interesting narration of the Coorg travel experience from XYZ")

(add additional speakers, as appropriate)

Now, we have come to the end of the Hive Talks segment.

7. Ask the time keeper if any of the speakers have exceeded the maximum time limits.

Let us now find out how we did on the time usage.

<Name of the time keeper>: Are all the speakers qualified for voting?

8. Introduce the JAM Master:

Ok friends... Now, its Time for some fun and spontaneity with our Just-A-Minute Talks session!

To conduct this impromptu speaking segment, we have a JAM master. Today's JAM master is XYZ.

Our JAM master is

1. Studying at xyz or working at xyz
2. Her hobbies are 1, 2, and 3

Please join me in welcoming the JAM master for today (name of the JAM Master)

9. Signal the JAM Master to end the session when the time limit is reached / exceeded.

10. Regain control from JAM Master.

11. Ask the timer if all the speakers are qualified for voting. Announce eligibility for voting.

<Name of the time keeper>: Are all the JAM speakers qualified for voting?

12. Now, introduce the peer-reviewers to review the Hive Talks.

Now we move on to the Peer-Reviews Segment, where our reviewers will share valuable feedback for our speakers' performance.

First Hive Talk was delivered by _____ and his/her speech will be reviewed by Reviewer _____.

Introduction for the Reviewer:

1)

2)

(after the reviewer is done with sharing the feedback)

Thanks _____ for sharing your feedback.

Second Hive Talk was delivered by _____ and her/his speech will be reviewed by Reviewer _____.

Introduction for the Reviewer:

1)

2)

(after the reviewer is done sharing the feedback)

Thanks _____ for sharing your feedback.

Let us now hear our time usage report from the time keeper <XYZ>

(after the time keeper shares the report)

Thank you <XYZ>

Let us now hear from our wordsmith <XYZ> on how our grammar usage was?

(after the wordsmith shares the report)

Thank you <XYZ>

13. And finally, the person who does the math, so we don't have to — our Vote Counter today is <xyz>.

Introduction for the Votes Counter:

1)

2)

<xyz>: Can you please share the link for the voting with the participants in the chat window? (for online meetings) or in the Whatsapp group (for offline meetings)

(after the votes counter shares the link ... you can cast your vote. Immediately after casting the vote... you can share the final remarks)

14. Final remarks. Not exceeding 1 minute.

15. Return control to the Hive Coordinator _____

Now, I return control to the Hive Coordinator <XYZ>