



## Parkland Poets Mic Hosting Duties

**2018/2019**

Thank you so much for volunteering to be a mic host!

The duties listed below provide an overview to help you in your role as Mic Host. The times listed on the side are intended as a guide only - so not to worry if you are not exact! (Although we cannot go past 8:45pm!)

Enjoy! This will be fun!

Time	Tasks
6:45pm	<ul style="list-style-type: none"> <li>● Please arrive at the venue at least 15 minutes early.</li> <li>● Bring along a stopwatch/timer; review Poet Bios – check details with readers if necessary; test the mic (take time to adjust if necessary).</li> <li>● Greet and introduce yourself to the scheduled Readers as they arrive. Check that content is suitable for youth (under 18s) – prepare audience as appropriate if young people are in attendance.</li> <li>● Remind Scheduled Readers:               <ul style="list-style-type: none"> <li>○ 10 minutes to read, you will indicate when time is up.</li> </ul> </li> <li>● <b><i>Remind readers take a pause or a breath before they start, in between poems and between a poem and its intro. This will help to signal to the audience their poem has begun.</i></b></li> </ul>
6:55pm	<ul style="list-style-type: none"> <li>● Provide a 5 minute reminder to audience. Remind audience members to <b>sign up for the open mic.</b></li> </ul>
7:00-7:10pm	<ul style="list-style-type: none"> <li>● Welcome everyone to the Parkland Poets Reading Series!</li> <li>● Open with Treaty Six Acknowledgement:               <ul style="list-style-type: none"> <li>○ <b>We wish to acknowledge that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including First Nations, Metis and Inuit People upon whose territory we respectfully share our experiences and our poetry.</b></li> </ul> </li> <li>● Go over the evening's <b>program</b>:               <ul style="list-style-type: none"> <li>○ 3 scheduled readers (2 prior to intermission and 1 after)</li> <li>○ Intermission will be 15-20 minutes</li> <li>○ Open Mic will follow after 3rd scheduled reader.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>● Encourage new, first time or readers who haven't read at an <b>open mic</b> yet to sign up at the break.</li> <li>● Anyone who has <b>Announcements</b> should let you know, so that they can be made before or after the intermission (as you prefer).</li> <li>● Door to <b>library will close at 8pm</b> (please bring in sign); let audience know that they will have to leave by back door.</li> <li>● <b>Book sales</b> are welcome, if anyone has any, and may be done directly by authors (at the intermission or after the evening's events).</li> <li>● Please mention that <b>photos</b> may be taken to promote Parkland Poets on Facebook or Twitter, so if someone would prefer not be included, please let Lisa know at the intermission.</li> <li>● Ask audience members to please consider leaving a donation – which helps us to continue doing what we do, fund our anthology, events and other outreach activities.</li> <li>● Thank all those who have supported us and who make this possible: <b>Stony Plain Public Library, Spruce Grove Public Library, Stroll of Poets (Edmonton), our Scheduled Readers and Audience</b></li> </ul>
7:10-7:15pm	<ul style="list-style-type: none"> <li>● Introduce first Scheduled Reader and invite up to read</li> <li>● Mention to audience to <b>save applause</b> for the end of each Reader's set. Feel free to finger click.</li> </ul>
7:25-7:30pm	<ul style="list-style-type: none"> <li>● Introduce second Scheduled Reader and invite up to read</li> </ul>
7:40-8:00pm	<p><b>Intermission AND Announcements</b></p> <p><b>**remind those who haven't already to sign up for open mic**</b>  <b>**invite everyone to enjoy a snack and make a donation**</b>  <b>**remind audience members about <u>BECOMING MEMBERS</u> – only \$20 for 1 year and enables them to have a 10 minute read and be included in anthology**</b>  <b>**ask if there are any other announcements**</b></p>
8:00-8:05pm	<ul style="list-style-type: none"> <li>● Introduce third Scheduled Reader and invite up to read</li> </ul>
8:15pm +	<ul style="list-style-type: none"> <li>● At the end of the scheduled readings, take a moment to regroup. Thank all of the readers.</li> <li>● Let the audience know we have reached the Open Mic portion (and how many readers we have signed up). Each reader will have 2 minutes (no bios – use sign up list to call names).</li> </ul>
Closing	<ul style="list-style-type: none"> <li>● Remind to exit at back door.</li> <li>● Ask those interested to sign up for a reading or as a future mic host.</li> <li>● Thank you again to all those who have supported us and who make this possible: <b>Stony Plain Public Library, Spruce Grove Public Library, Stroll of Poets (Edmonton), our Scheduled Readers and Audience</b></li> </ul>

***\*\*Please record the total number of people in attendance at the meeting on bottom of the Open Mic Sign Up Sheet, so we can maintain a record.***

Last updated September 27, 2018