



Parkland Poets' Society ZOOM Mic Host Information 2026

Thank you so much for volunteering to host!

You will be our Master of Ceremonies (M/C) for the evening.

1. **BEFORE THE READING:** Please download Zoom (<https://zoom.us/>) to your computer or tablet.
2. You will receive bios for the featured readers. Please read them over and gather any questions (eg. how to pronounce names, etc.)
3. **ON THE DAY OF THE READING:** The link for the reading will be as follows. Please join the meeting by 6:40pm.

Join Zoom Meeting

<https://us02web.zoom.us/j/83374854308>

Meeting ID: 833 7485 4308

Passcode: 2026

5. When you join the meeting, please introduce yourself to the Tech Person who started the meeting. The Tech Person will allow the featured readers into the ZOOM meeting ahead of the other attendees, so that you can determine the order of readers and ask any questions you may have.
 - a. Find out if the readers would like to **promote a book/event** etc. during the reading. You can take down the information and do this for them, or you can invite them to do their own announcement prior to the break. Please remind them to also add details to the chat (links that might be helpful, etc.).
6. When you are ready, the Tech Person will open the ZOOM meeting to all other attendees.
 - a. Welcome people as they arrive.
 - b. You may wish to ask attendees where they are joining us from. Feel free to make other small talk to put people at ease. New attendees may be a little nervous.
 - c. While you will make a formal announcement about the open mic once the program starts, you can also let attendees know ahead of time (now) that they can indicate in the chat box if they would like to read during the Open Mic. The Tech Person will start making a list of Open Mic Readers for you. **Please confirm** with them that they will be doing this - or ask who will be.
7. **SUPPORT DURING THE MEETING:** (Optional) When you sign in at 6:40pm, before we let our audience into the meeting, you may wish to share your mobile phone number with the person preparing the open mic list – or with another one of our tech support people. There will always be

someone behind the scenes who can help with technical issues, and you can easily text or private message that person in the zoom chat box.

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 should try not go too much past 8:30pm). *Enjoy! This will be fun!*

Time	Tasks
BEFORE READING 6:40pm	<p>Be sure you have the bios for the three featured readers on hand (before you log in).</p> <ul style="list-style-type: none"> ● Find out who will be providing tech support and compiling the Open Mic list. ● Confirm which featured readers are present (this may affect the order in which you introduce the readers). Someone may show up late. (If a reader does not show up by the time they are scheduled to read, then we can invite someone else to take their spot or extend the open mic portion of the evening). ● Do you have any questions for the readers? ● Are there any trigger warnings? ● Do readers have any announcements they would like to make prior to the break?
6:45-7pm	<p><i>Between 6:45pm and 6:50pm: AUDIENCE MEMBERS WILL BE ALLOWED TO ENTER MEETING.</i></p> <ul style="list-style-type: none"> ● Welcome everyone and introduce yourself. Let people know we will be beginning at 7pm. Take this time to say hello as people enter and let attendees know how to use the chatbox as we will be using it to sign up for the open mic.
7pm Intros	<ul style="list-style-type: none"> ● FORMALITIES BEGIN: Welcome everyone to the Parkland Poets Reading Series! ● INTRODUCE YOURSELF: <i>Say a little about who you are.</i> ● INTRODUCE BOARD: Ask if the president or a designated board member would like to introduce those board members in attendance (maybe they would like to wave).
7:10pm Land Acknowl.	<ul style="list-style-type: none"> ● TREATY 6 LAND ACKNOWLEDGEMENT: <i>Please feel free to use this one or write your own for Treaty 6. Then, if you would like, add an acknowledgement for your own location.</i> <p><i>(continued next page)</i></p>

	<p>LAND ACKNOWLEDGEMENT:</p> <p>“Welcome to everyone who is here tonight. We have people joining us from many different places, but we would like to make a special acknowledgement that this meeting is streaming to you from STONY PLAIN, ALBERTA which is on Treaty 6 Territory. This location was the original home, meeting ground, gathering place, and travelling route of many First Nations, Metis and Inuit People. They were the first to share language and poetry here and it is with immense respect and gratitude that we also share our poetry from this place.”</p>
7:12pm Program Explained	<ul style="list-style-type: none"> ● GO OVER THE EVENING’S PROGRAM: <ul style="list-style-type: none"> ○ Featured Readers (usually 3) ○ BREAK: Intermission will be 10 minutes (announcements can be made prior to break). ○ Open Mic will follow (2 mins per poem - 1 poem each) ● OPEN MIC DETAILS: Let audience members know how they can sign up for the open mic by putting their name in the chat box with the words “open mic” and we will add them to the list. A technical support person will be compiling the open mic list for you during the meeting so that you do not have to monitor the chat box. <ul style="list-style-type: none"> <i>** Please continue to provide instructions to sign up for open mic THROUGHOUT THE EVENING (before featured readers, between featured readers, and at the break).</i> ● THANK OUR SPONSORS: Please thank those who help us to make these readings possible (for their past and continuing support): Stony Plain Public Library, The Town of Stony Plain, The Stroll of Poets (Edmonton), The dedicated Board Members of Parkland Poets Society, and our Scheduled Readers and Audience. ● INVITE FEEDBACK IN CHATBOX: Mention to audience that during readings they can provide feedback to readers via the chatbox and that they can do hand signals or press reaction buttons in zoom to indicate applause.
	<p style="text-align: center;">FEATURED READERS</p>
	<p><i>(continued next page)</i></p>

7:15pm - 7:50pm	<ul style="list-style-type: none"> ● FOR EACH SCHEDULED READER. Introduce and read their bio. ● ACTIVE LISTENING. Please pay attention to the reader, so that you can properly thank them afterwards, acknowledging something that really touched you. DO NOT analyze the poetry or comment on each poem that was read. Any feedback should be <i>BRIEF</i>. Example: “Thank you so much for that powerful reading. I really enjoyed what you had to say about x, it made me feel xx.” ● THANK THE READER. Thank the reader and remind them to check the chatbox for feedback from the other listeners (the host does not have to read comments out loud).
7:50pm – 8:00pm	<p style="text-align: center;">ANNOUNCEMENTS & INTERMISSION</p> <ul style="list-style-type: none"> ● Ask board if they have announcements. ● Ask audience members if they have any announcements. ● Invite audience to promote additional poetry work/events in the chat box. ● Let audience know that they can unmute themselves and chat. ● This is the last chance to sign up for open mic. ● Let audience members know what time to return – 10 minutes
8:10pm - 8:40pm	<p style="text-align: center;">OPEN MIC SESSION</p> <ul style="list-style-type: none"> ● The technical support person will put the open mic list into the chat box (or they can text you if prearranged). ● Confirm the OPEN MIC READER LIST, in case someone who would like to read has not been added. ● **Please ask readers to LIMIT THEIR TIME to 2 minutes or ONE POEM.** ● CONTENT WARNING: Remind readers that if their poems include any triggering content or expletives (swear words etc.), please alert listeners to what is coming. Perhaps they would like to specially introduce their poem so that listeners can select to turn the volume down just for that part of the reading if they prefer (i.e. if young people are attending, or if someone could be triggered by the content). ● No feedback is necessary for the open mic poets. Simply thank the reader and call the next name. The host is welcome to put their thoughts in the chatbox as well as encourage feedback from the audience there.

CLOSING	<ul style="list-style-type: none"> ● THANK YOUS: Please thank, once again, those who help us to make these readings possible: Stony Plain Public Library, The Town of Stony Plain, The Stroll of Poets (Edmonton), The dedicated Board Members of Parkland Poets Society, and our Scheduled Readers and Audience ● NEXT READING: Let people know THE EXACT DATE of our next reading: they are on the 2nd and 4th Thursdays of each month. (2nd Thursday is ZOOM, 4th Thursday is in person at the STONY PLAIN LIBRARY). Zoom Link will be the same as for this meeting. If attendees do not receive our regular invitations and are not on our mailing list, please ask them to reach out to parklandpoets@gmail.com. ● Feel free to end with a short quote or a thought to leave everyone with. <p>“Goodnight, everyone.” (Tech Support will close the meeting)</p>
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Thank you so much for being a fantastic host and for helping us to make Parkland Poets' Society Readings welcoming and enjoyable for all! Your hard work is really appreciated.