

HVFM MC Guidelines

The usual process is to either:

1. Prepare a theme for the night, and then take several times in the night to discuss or display your theme.
2. Include tidbits of information in between each of the videos to 'fill-in' the gaps while Jimmy works on getting the next video ready.

Then, follow the guidelines as outlined below:

ANNOUNCEMENTS - Arrange all of the notices that have to be presented. The list will vary by month but you will have enough time to confirm which ones are important. The 50/50 and coffee reminders are mentioned every month whereas the others only apply at certain times of the year.

50/50 tickets - Announce a few moments before they take their seats and before the meeting starts as well as at the coffee break. Identify the ticket seller that month and where they are seated and what they are wearing.

Coffee - Remind the members that the coffee fund helps pay the rent and keep the club going.

VISITORS & GUESTS - Identify and welcome visitors and guests. For the visitors ask them to stand and identify themselves, where they are from, how they heard about the club, what their interest in video is and why are they at the club. Make them feel comfortable in the room. Guest speakers can be identified out of courtesy and then a more detailed introduction done prior to their getting up for their presentation. Explain for the visitors and guests a little about the club pointing out Harold Beginners Class, the coffee break and anyone in the room that may have an interest similar to theirs.

07:00 Harold's Beginners Class starts in the back corner.

07:25 Get the DVD's for showing that night along with the sign-in list provided. Find a quiet place and arrange the discs in a viewing order. Number them on the sign-in list for later reference. This moment determines if you will have an interesting night or a quick, let me out of here night. Do not put several films by one person on in a row unless they are all under a minute. Vary the content and make the evening interesting. Alternate long and short videos. Alternate between good and poor video makers.

07:30 Using the microphone bring people to their seats and get ready to start the meeting. Give a three minute warning and a two minute warning. Point out about 50/50 tickets, membership and the DVD sign-in list.

Introduce visitors and welcome them. (List is available from Membership person)

Set the theme for the night and generally warm up the crowd.

Introduce guest speaker(s) or show members movies. Do not rush through the movies.

After a member's film has been shown bring producer of the film up to the front to answer questions. This is important as the producer now faces the audience and all of the room is facing them. If you leave them in their seat then at least half the room will be behind them and some will not hear the person. If they do not want to come up to the front, keep on at them until they do. Ask the first question yourself if needed to get things going. If you see several hands already up in the audience then go straight to them. Call out the person with a raised hand by name. Keep the conversation lively and know when to see that it needs to be shut down. You have more time than you think.

Even if you have a theme for the night, you can Intersperse tidbits of information and news of upcoming events between the films.

09:00 Break for coffee.

Announce 50/50 ticket sales, sign up for banquet/ visitors night/ Christmas, final collection for annual contest entries, memberships, etc. Only announce events that are applicable to that month.

09:20 Using the microphone bring people to their seats and get ready to resume the meeting. Give a three minute warning and a two minute warning. Point out about 50/50 tickets, membership, etc. Start the second half of the meeting.

Resume films and information. When the 50/50 ticket seller has indicated that all is ready then pick out a person to make the draw. Announce the winning number and get them to come to the front and collect the winnings. If there is more than one prize (other donations of products, etc.) then announce the money first and the other prizes next in decreasing value. Give credit to the person who donated the prizes.

Give thanks to the volunteers of the night - the food crew, the membership person, the projectionist, the photographer and any other person deserving of the recognition.

10:00+ Say goodnight and send everyone home after they help put away the chairs and garbage. Remind them of anything that needs reminding for the next meeting.

11:00+ Plop into a comfy chair and have a drink. You deserve it. Well done and thank you for volunteering to help out at your club.