



THE MASSACHUSETTS
EDUCATIONAL
THEATER GUILD, INC.

**EMCEES INFORMATION/INSTRUCTIONS
FOR PRELIMINARIES AND SEMI-FINALS**

**As we want to keep the day running on time, please don't indulge in any skits or standup routines. Just be a good "straight man (or woman)," congratulate the previous performers, introduce the new ones, and keep the day running smoothly and on time.

** You need to work together with the House Manager, Stage Manager, Checker, and Judges' Runner to ensure that no show begins before all schools and the judges and supervisors are in the theater. Please make sure you know the communication procedure to ensure that there are no false starts!

At the beginning of the day:

1. Introduce any dignitary who might say a few words to open the festival at 8:50 a.m.
2. Talk to the booth personnel: the house lights should stay reasonably UP so that you can introduce the following at the start of the day, asking them to rise and be acknowledged:
 - Nurse
 - Timers
 - Checker
3. Read the Festival Rules.
4. Introduce the first show of the day by title, author's name, and school name. Read any necessary disclaimers. Then, ask the audience to please wait for the judges to enter. ("Our first production today will be William Shakespeare's *Much Ado About Nothing*, performed by Brighton High School. Please be advised that this production uses a strobe light. Once the judges are in the theater, we will begin.")
5. At this point, step offstage and wait for the cue that the judges are in the house. Once you have received the cue, announce the show again over a mic from the wings. Please do not say the school name at this point. ("And now, *Much Ado About Nothing!*")

Before each show:

1. Welcome back the show returning to the auditorium ("And now, please congratulate the members of the cast and crew from Wachusett High School for their production of John Kirkpatrick's *Soap Opera*.") before introducing the next show. Here, you may state the school's name.
2. Follow the same procedure as above, from #3-5. Festival rules are to be read at the start of each "session"- at the beginning of the day, after lunch, or after any breaks. For all other shows, just make the announcement—"Please turn off all cell phones, beepers and other technology. No photographs are to be taken during the performance."
3. If it seems applicable, you may "advertise" the T-shirt, or the fact that snacks will be available in a certain place throughout the day.

Before the final show:

1. Follow the same procedure, but remind schools to clean up the spaces they used, and give them the information they need to know for the discussion groups, dinner, and the dance.

Thanks for your hard work and cooperation. Have a great festival and break a leg!