

Poets' Haven MIC Host Duties, Greenwood's Bookshoppe

- I Please arrive at the venue with time to spare (1:45 is recommended) to seek out and talk to the scheduled readers. If you don't already have their bios, ask them to provide it, (1-2 sentences). Remind them, individually, they have 10 minutes to read, that you will indicate when they have one minute remaining, and will tell them when it's time to leave the mic, when 10 minutes is reached.
- II The program begins at 2:00 pm.
- III Welcome everyone to the Stroll. Let the audience know how many poets are scheduled to read and how many places are available for open mic readers at the end of scheduled readings. Tell the audience that each scheduled reader has a 10-minute reading, and each open mic reader has a 2-minute reading.
- IV Tell the audience there's a 15-minute intermission halfway through the program. If there're 4 scheduled readers, the break is after 2 readers. If there're 5 scheduled readers, the mic host decides if the break is after 2 or 3 readers.
- V Thank our sponsors:
- Greenwood's Books
 - Edmonton Arts Council
 - Writer's Guild of Alberta
 - Alberta Foundation for the Arts
 - City of Edmonton
 - Edmonton Public Library
- VI Introduce the first poet and each consecutive poet with their short bio.
- VII At the end of scheduled readings, take a minute to regroup. Tell the audience we have reached the 'open mic' portion of the evening. Welcome each 'open mic' reader without reading a bio.
- VIII To end the evening, thank everyone for coming. Thank the scheduled and 'open mic' readers, and, again, **the sponsors listed in V.**

Helpful Hint:

TIME each reader, **write** down their **start** and **expected end time**; watch the **CLOCK** provided.

Reader	Name	Start Time	Finish Time
1			
2			
3			
4			
5			

Thank you for volunteering