

Poets' Haven MIC Host Duties, Upper Crust

- I Please arrive at the venue with time to spare (6:45 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 that they have 10 minutes to read, that you will indicate when they have one minute remaining, and if they go over the 10 minutes, you will tell them when it's time to leave the mic.
- II The program begins no later than 7:10 pm and ends no later than 8:45 pm. We have to be out of the room before the Upper Crust closes at 9 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 are four scheduled readers, the break is after two readers. If there are five scheduled readers, the mic host decides if the break is after 2 or 3 readers.
- V Thank our sponsors:
 - Upper Crust
 - 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 and that each open mic reader has **two** minutes to read **one** poem. 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 thank **the sponsors listed in V**.

Hints & Tips:

The Mic Host does have to watch the clock to ensure each reader stays within this time. If you don't have a watch or cell phone with you, please ask the Door Host for the Stroll **clock**. Use the chart below to time each reader, write down their start and expected end time..

Reader	Name	Start Time	Finish Time
1			
2			
3			
4			
5			

The Stroll Board has a yellow "flag" and a red "flag" on hand that can be used at the discretion of the Mic Host to give scheduled readers a heads up when they have one minute remaining (yellow flag) and when they have used up their time (red flag).

Thank you for volunteering