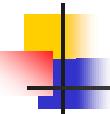


# MASTER OF CEREMONY

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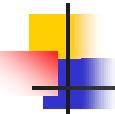
# MASTER OF CEREMONY

- The host of an official public or private staged event or other performance.
- The “conductor” of an event or meeting



## THE ROLE ?

- To keep an event flowing
- To keep the energy of the audience up
- To ensure that everything runs smoothly
- To help the audience feel welcomed
- To help speakers feel appreciated
- ....
- Not simply to watch the clock or to give information



## KINDS OF EVENTS

- Formal
- Semi formal
- Informal



## REQUIREMENTS

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- Having a friendly manner
- Having the ability to adjust to / ad lib as necessary to ensure a successful event
- Having a sense of humor
- knowing how to project your voice
- Being able to handle the audience

- 
- 
- Reacting quickly in an emergency
  - Being fluent
  - Having politeness
  - Being good at communicating ideas and feelings
  - Mastering the details of the events

- 
- Mastering the protocols
  - Having the ability to do coordination with everyone involved in the event
  - Having good personality
  - Being attractive
  - Being good at microphone techniques



## THE IDEAL MC

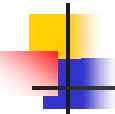
- Resourceful
- Creative
- Flexible
- Able to respond to problems “on the fly”



## JOB DESCRIPTION

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- Before the event
- At the event
- After the event



## SOME TIPS

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- get a good briefing
- work to a running sheet
- run on time
- be the glue that holds the event together
- focus on the speakers and performers
- rehearse

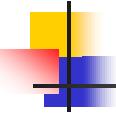
- 
- research
  - provide a mix of entertainment and information
  - let your personality come through and be yourself
  - have fun
  - know your role
  - identify the core groups

- 
- mention the audience's needs
  - mention the viewpoint of the audience
  - keep to time – be confident
  - keep your audience's energy up
  - thank the speakers specifically
  - help motivate the audience to want to hear a speaker
  - talk personally to the audience



## CRITERIA

- Talent
- Self confidence
- Self adaptation
- Ethics
- Voice
- Language
- Knowledge
- Body language
- Creativity
- Sense of humor



## MC YANG PROFESSIONAL

- Memiliki bakat yang memadai
- Kepercayaan diri
- Pandai beradaptasi
- Etika yang baik
- Kemampuan olah suara yang baik
- Penguasaan bahasa yang baik dan benar

- 
- Memiliki wawasan dan pengetahuan yang luas
  - Body language yang baik
  - Kreatif dan penuh inisiatif serta mampu berfikir cepat dan tepat
  - Sense of humor

## Persiapan penting sebelum melaksanakan tugas MC

- 
- pastikan bahwa andalah yang bertanggung jawab memandu jalannya acara dengan baik.
  - kenali jenis acara yang anda pandu
  - koordinasikan dengan panitia atau protocol acara mengenai susunan acara dan petugasnya
  - usahakan melakukan gladi bersih.
  - usahakan menggunakan lembar susunan acara 1/4 kertas folio dan setu lembar berisi satu item acara, demi menghindari terjadinya pengulangan redaksi yang telah dibacakan atau menyampaikan acara yang sudah disampaikan.

- 
- mengenakan pakaian yang cocok dengan acara
  - hadir di tempat acara minimal satu jam sebelum acara dimulai.
  - cek kehadiran undangan dan petugas acara.
  - bersikap tenang dengan konsentrasi penuh.
  - kendalikan emosi dan berdoa.