



MASTER OF CEREMONY

Nunik Sugesti, M.Hum.
The English Education Department
The Faculty of Languages and Arts
Yogyakarta State University



MASTER OF CEREMONY

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



THE ROLE ?

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




KINDS OF EVENTS

- n Formal
- n Semi formal
- n Informal



REQUIREMENTS

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

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



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



THE IDEAL MC

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



JOB DESCRIPTION

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



SOME TIPS

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



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



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



CRITERIA

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



MC YANG PROFESSIONAL

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



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



Persiapan penting sebelum melaksanakan tugas MC

- n pastikan bahwa andalah yang bertanggung jawab memandu jalannya acara dengan baik.
- n kenali jenis acara yang anda pandu
- n koordinasikan dengan panitia atau protocol acara mengenai susunan acara dan petugasnya
- n usahakan melakukan gladi bersih.
- n 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.



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