

MAKING ANNOUNCEMENTS & USING A MICROPHONE

(While not annoying the caller and losing the dancers)

Announcements:

1. Have them written down. If you are "winging it", you will forget something, or worse, go on forever.
2. You do not have to be entertaining, but you should be upbeat. "Hello, everybody. Thanks for coming and I have a few announcements" is much better than "All right, everybody pipe down so I can get these announcements over with."
3. Keep them short. If you go longer than 5 minutes nobody is listening and you may have lost an extra tip of dancing.
 - a. You don't need to announce every special. As an example, "The NNJSDA is having 3 summer specials starting with Glenn Mathew & Karen Kushla on June 23. Check the flyers on the table". Don't announce all 3 dances.
 - b. Don't give directions to an event over the microphone. "The location for the gathering has been changed to Fred's Bar & Grill. If you need directions see me or Fred later."
 - c. If other people are going to be making announcements, have them up front with you. It's wasted time if you have to wait for them to walk to the microphone.
4. To get everyone's attention, ask the caller if he or she has a fanfare. This usually gets everyone's attention quickly.

Using the Microphone:

1. Do not blow into the microphone to see if it is on. If this is done repeatedly, it will damage it. To see if it is on, just start talking into it. If it is not, and you don't know where the on switch is, just ask the caller or cuer.
2. Hold the microphone close to your mouth, preferably pointing directly at your mouth 3 inches from your mouth. Caller's microphones are unidirectional and work best if close to the mouth.
3. If you turn your head to read something or to look at someone while talking, make sure the mike goes with your head or " " is what they will hear.
4. Speak normally. Don't shout (that's what the mike is for).
5. Don't wander.
 - a. The mike is attached to the amplifier by a cord and amps have been pulled off tables by unwitting mike users (callers or others).
 - b. That ear piercing squeal you hear sometimes is the feedback that occurs when the person with the mike gets too close to the front of a speaker.
6. If you have a cold or a sore throat let someone else make the announcements! If the caller or cuer gets your cold or sore throat they may end up losing income.

Submitted by Roy Gotta 5/12/07

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