



NAFAS – Speakers

Handy Hints for Members

Introductions

An introduction could be for a speaker, demonstrator or tutor. For the purpose of this checklist the term ‘presenter’ has been used.

Before the Introduction

- Do you know how to pronounce the presenters name.
- Consider writing down names or difficult words phonetically.
- Check if the presenter wants you to say anything specific.
- Timings.
 - Remind presenter if there is a critical end time.
 - Discuss with presenter and hospitality about any refreshment breaks.
 - Advise presenter how long notices will be or if there will be anything else that will delay the start of their show e.g. a special presentation.
- Have members on hand to open curtains, turn lights on/off if appropriate?
- Indicate to audience that you are waiting to begin.
- Deal with housekeeping and safety notices e.g. phones, facilities and fire exits.
- Deal with urgent club and area notices.
- Advise members of the policy regarding photographs and social media.

The Introduction

- Check that the presenter is ready.
- Face the audience. Smile. Speak with energy.
- State presenters name, qualifications, where they come from and title of their presentation.
- Avoid mentioning the content of the presenters show. Don't reveal any of the presenter's surprises!
- Make the introduction e.g. “I am very pleased to welcome our presenter this afternoon who is a member of Maidstone flower club. She is both an Area demonstrator and an Area Speaker. Recently she achieved a silver gilt medal at the Chelsea Flower with a stunning design. With her presentation entitled “Flower Power” please give a very warm welcome to Janet Jones.”
- Once introduced, lead the applause, return to your seat and enjoy the show.