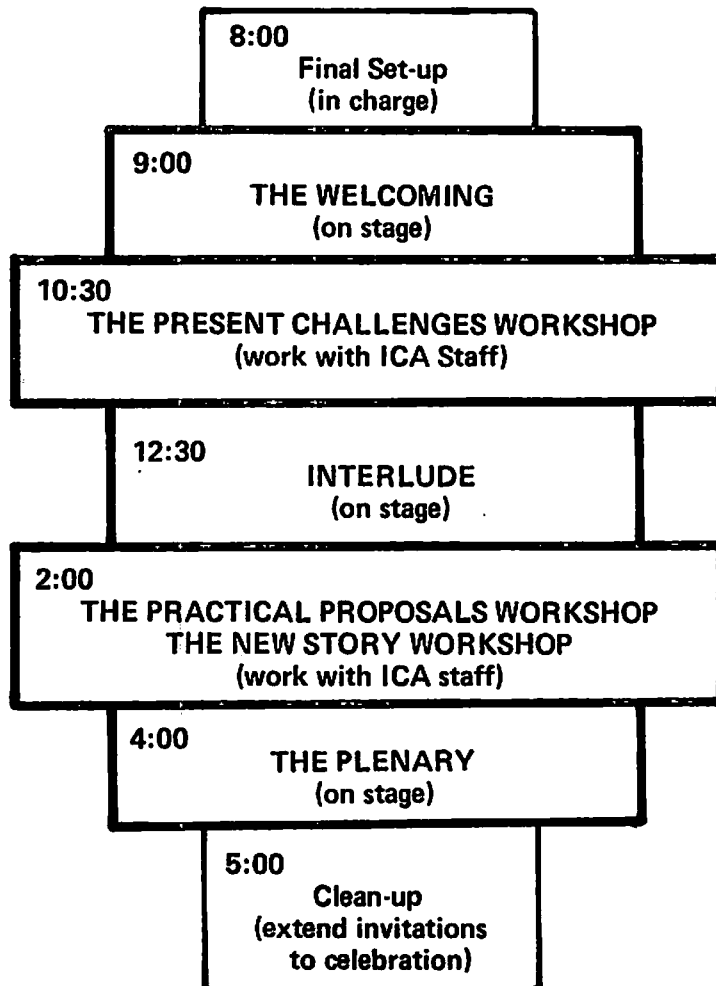


M.C. Script





THE MASTER OF CEREMONIES

THE RESPONSIBILITIES

The Master of Ceremonies plays a vital role in the success of the Town Meeting. He orients the participants, contexts the singing, and introduces the guests and speakers, and leads general reflections.

THE ROLE

The M.C. outlines the purpose and direction of the day. His style sets the day's stance (openness), mood (expectation), and tempo (crisp and fastmoving).

The Role of the M.C. is to elicit general reflections on the work of the morning and afternoon sessions. He catalyzes the participation and reflection through a casual and enthusiastic style that permits and honors all comments.

THE TASK

The M.C. leads the singing. Singing is a means of creating and maintaining a celebrative mood and serves to unify the individual participants into a corporate group. A light, humorous and affirmative approach by the M.C. will allow people to set aside their concern about voice quality or singing the right notes.

He is the Master of Ceremonies and is in charge of the Welcoming, the Interlude, and the Plenary. During the Workshops he works with the ICA Staff and Town Meeting Coordinator enabling the day to be a significant happening for the community.

MASTER OF CEREMONIES SCRIPT

MORNING

**FINAL
CHECK**

8:00 | *Check through M.C. script for the whole day with staff member.*

8:45 | *Check to see that coffee, refreshments and registration desk are in place and background music is playing.*

9:00 | *The doors are opened and the M.C. welcomes and mingles with citizens as they arrive.*

9:20 | *M.C. checks with registration desk for arrival of any special guests.*

**TIME TO
BEGIN**

9:30 | *The background music is turned off and the M.C. invites the group to gather in order to begin. He introduces himself and welcomes everyone to the Town Meeting.*

**INTRODUCE
ONESELF AND
WELCOME
GROUP**

"I am _____ from _____, and I will be the M.C. for the day. Welcome to the _____ Town Meeting. This will be a great, great day for our community as we participate here in forging our nation's future. Let's start this day with singing."

**SING THREE
SONGS**

"Open your Town Meeting Workbook and turn to song No. _____ Let's all sing _____"

"That was GREAT! Let's all sing another—No. _____. It's _____"

"FANTASTIC! Now let's sing No 23. 'On the Street Where You live.'"

**OUTLINE
PARTS OF
DAY**

9:45 | "On page No. 5, you will notice that there are two Workshops, an Interlude, and a final Plenary. We are anticipating a GREAT DAY working together."

**INTRODUCE
HONORED
GUESTS**

"I'd like to extend a special welcome to some of our honored guests who are here today to work with us."

NAME

TITLE

INTRODUCE SPONSORS

"Now to extend a welcome on behalf of the community, I'd like to introduce _____."

"This Town Meeting is being sponsored by _____ Here's _____ to welcome you on their behalf."

INTRODUCE FIRST ICA SPEAKER

10:00

"And now _____ from the Institute of Cultural Affairs will speak on *THE NEW WORLD*."

(The Talk)

SING A SONG

10:15

"Let's sing _____ on page No. _____, before we break into our Guilds for the morning workshop."

EXPLAIN GUILD ASSIGNMENTS,

10:17

"We are going to divide up into four Guilds to do the workshops today. In the morning workshop we will decide the major challenges facing our community. You will notice that the name tag you were given as you entered the meeting contains a letter from A to D, indicating your Guild assignment. Check which letter you are."

Now I want to introduce the workshop leaders and indicate where each Guild will meet."

NAME OF LEADER

ROOM NUMBER

Guild A

Guild B

Guild C

Guild D

"If there are any questions please see me after we break. Lunch will be in this room at 12:30 sharp. Let's go to work." *(Guilds begin at 10:30)*

THE INTERLUDE

CHECK FOR NEW HONORED GUESTS 12:30 *Check with registration to make a list of newly arrived special guests.*

LUNCH BEGINS 12:30 *Have the band or taped music begin. The music should be loud enough to call the Guilds to gather for the luncheon Interlude. People should begin to move into the main room. The food will already be set out. Getting lunch should be neither hurried nor tedious.*

As soon as people are seated, recall the morning's session and then start the entertainment.

REFLECT ON MORNING'S WORK 12:40 *(Elicit rousing replies from each Guild separately.)*
"Did you have fun?"
"What did you discover about challenges?"
"Where did you find yourself getting excited?"

"It was quite a morning, wasn't it? Well, now's the time for some fun."

INTRODUCE ENTERTAINMENT 12:45 *"We have with us today _____ to do _____."*

(The first act, perhaps musical.)

"Thank you"

"Now we have with us today _____ to do _____"

"Thank you,"

(Additional acts.)

GROUP SINGING 1:15 *"We've got some great songs to sing! Turn to page No. _____ in your Town Meeting Songbook. Let's sing _____"*

(Sing first song.)

"Let's sing *YANKEE DOODLE DANDY* on page No. 25 in your workbook. We'll sing it through once and then the second time through, Guild A sing, then Guild B sing, and so forth through the song four times and then all sing together again to finish."

(Sing second song.)

"That was GREAT!"

Now YOU choose one. Who has a song? . . . Okay, let's sing _____ on page No. _____ in the workbook."

(Sing third song.)

"Fine!"

INTRODUCE
NEW HONORED
GUESTS

"I'd like to welcome some special guests who've joined us since this morning. We have:

NAME

TITLE

NAME	TITLE
_____	_____
_____	_____
_____	_____
_____	_____

INTRODUCE
SECOND ICA
SPEAKER

1:30

"Our second speaker from the Institute of Cultural Affairs, is _____ to talk about *THE NEW HUMAN*."

EXPLAIN
WORK OF
AFTERNOON

1:45

"This morning in our workshops we analyzed the challenges which are facing our community. Each group articulated challenges in the economic, political and cultural arenas of society. This afternoon Guild A will write proposals to deal with the economic challenges written by all four groups this morning. Guilds B and C will do the same thing with the political and cultural challenges. Guild D will create a story, a song, a symbol and a slogan for our times."

SEND TO
GUILD
WITH SONG

1:47

"We will gather as a whole body at 4:00 to hear reports of this day. Let's sing one more song before we go. Turn to page No. _____ for _____"

(Sing a Town Meeting-created song and comment which Town Meeting it was from.)

AFTERNOON PLENARY

SING AS GUILDS
GATHER

4:00

Have the total body gather.

"Let's do some singing while the others are coming. Turn to page No. _____ in your workbook and sing _____."

(Sing first song.)

"How about _____? Page No. _____ now."

(Sing second song.)

"Who has a song they want us to sing? . . . Okay, page _____ We'll sing _____."

(Sing third song.)

"Let's sing _____, No. _____ in your Songbook."

(Sing.)

"That's great; this group can really sing!"

CALL FOR
REPORTS FROM
GUILDS A, B, and C

4:15

"There is a group of people working on our behalf to produce all our work of the day. They will have our document ready by the end of our Plenary to take home. For right now, let's have the reports from Guilds A, B, and C. Read both the *challenges* in your arena and the *proposals* you created to deal with those challenges."

(The Economic, the Political, and the Cultural Reports)

"Now wasn't that something!"

ELICIT COMMENTS
ON THE REPORTS

"What do you think about these proposals?" Which one is your favorite? . . . Which one captures your imagination?"

"Which one would be the easiest to carry out?"

"Which one would be the hardest to carry out?"

CALL FOR REPORT
FROM GUILD D

"Okay, let's hear now from Guild D."

(The NEW STORY, the NEW SONG, and the NEW SYMBOL)

(Pass out copies of the song to the total group. Have Guild sing the song again.)

"Wasn't that GREAT!!"

"Let's all learn the new song."

(Have the total gathering sing the song.)

REFLECT ON
WHOLE DAY 4:50

1. "We are at the end of a great day. What do you remember about the day?"
2. "What surprised you most about the day?"
3. "If someone asks you tomorrow what you did today, what would you say? . . ."
4. "How would you talk about what has happened to us today as a group?"

PASS OUT
DOCUMENTS

(PASS OUT THE DOCUMENTS)

"When the Continental Convention met, our founding fathers used to toast the future of the nation and the response was 'Hear, Hear.' What toasts would you make for the future of this nation today?"

(Toasts)

CLOSE WITH
NEW SONG 4:55

"LET'S SING OUR SONG ONCE AGAIN. You'll find a copy in your document."

SEND OUT

Offer a SEND OUT. *(This should be a dismissal of the body summarizing the toasts and pointing to the future. It should conclude with "Hear! Hear!")*

5:00

"Thank you all for coming and making this the GREAT DAY it was."

Start the music. Mingle with people, answer questions and thank special guests.

CLEAN UP 5:10-
6:15

The cleaning up procedures.

TOWN MEETING TIMELINE

8:00	Final Check: Details of setup and decor Readiness of workshop leaders, M.C., Local Coordinator and enablement teams
9:00	Registration: Check to see that the registration procedure is smooth and that it will be adequate to handle the flow of people
9:20	M.C. checks with registration desk for the names of special guests
9:30	Welcoming: M.C. introduces himself, welcomes the group, introducing special guests
9:45	M.C. outlines the parts of the day
10:00	<i>THE NEW WORLD TALK</i> ; M.C. introduces the ICA speaker
10:15	ICA checks workshop rooms; The M.C. leads the group in a song, explains the guild assignments, and introduces the workshop leaders, giving directions to the rooms.
10:20	The participants go to their assigned guilds.
10:30	THE PRESENT CHALLENGES WORKSHOP: Opening Luncheon preparations begin Document Production begins with the typing of the participants and the Sponsor Committee and Contribution pages
10:35	Step 1: Guild discusses the Community's Vision
10:44	Step 2: Individuals list social issues
10:49	Step 3: Individuals select critical issues
10:50	Step 4: Guild lists critical issues
11:00	ICA Orchestrator and M.C. review Interlude script
11:05	Step 5: Guild selects 20 issues
11:10	Step 6: Guild plots selected issues
11:24	Step 7: Guild clusters plotted issues
11:28	Step 8: Guild numbers circled clusters
11:30	Step 9: Team copies assigned issues
11:35	Step 10: Team chooses three major blocks
11:40	Step 11: Team names underlying contradictions
11:45	Step 12: Team lists four local examples
11:50	Step 13: Units summarize discussion
11:55	Step 14: Units write initial sentence
11:59	Step 15: Team chooses challenge phrases and contradiction title
12:07	Step 16: Team writes final challenge statement
12:15	Workshop Closing begins
12:20	Participants return to Great Hall for Interlude Challenge Document Production forms should be taken to the Document Production area M.C. checks to see if there are any newly arrived guests
12:25	Background music begins
12:30	Luncheon buffet begins
12:35	ICA Orchestrator meets with Workshop Leaders and exchanges wall charts; Answers any questions about the afternoon workshop

M.C. CHECKLIST

- 8:00 Check microphone and sound system
 Select songs
 Fill in script
- 8:45 Put coffee and refreshments in place
 Have background music playing
- 9:20 Check registration for special guests
- 11:20 Review script
- 12:00 Check with entertainers and fill in script
- 12:20 Check registration for additional guests
- 12:25 Turn music on
- 12:30 Notify people of lunch
- 2:30 Gather participant profile

Total Number _____

Men _____

Women _____

Phase 0-19 _____

20-39 _____

40-59 _____

60- _____

Note: diversity represented
(ethnic, national, occupational,
geographical, etc.,)

- 3:30 Review script
 Clarify document distribution
- 3:45 Re-check sound system
- 4:00 Signal to gather