

🌟 Schedule example for Open Mic Event 🌟

● 9pm open doors, dj starts playing

● 9.05 registration starts (those who want to perform sign up with their name and what their performance will be e.g spoken word, stand up, singing etc)

● 9.30 host welcomes all, short speech/comedy/intro to event/theme, encourages people to sign up(if not slots full already) host reminds people everyone has e.g 5-10 minutes to perform, reminds to be supportive to performers

● 9.45 open mic starts, host calls up first performer (e.g says "next up we have xxxx, get ready you will be on in 5minutes after the next song).

● 10pm after each performance, host says a few words, encouraging applause, thanks, where can we find performer on social media? Then announces next performer and repeats their name and reminds them to get ready to perform.

● 11pm 15-20min break, just music

● If any confirmed act, can also perform after break for example

● 11.15 continue performances, if not enough signed up, can ask if anyone wants to perform second time, or can ask audience what they want to see more of etc. Else can end event early, better to end on a high note then to drag the event if not enough content there.

● 12.00pm Event ends, thank everyone, encourage to come again, thank for everyone's courage, mention where can find on social media coverage from the event.