

ELIOT INSTITUTE
TALENT SHOW COORDINATOR
(Revised February 2017)

Thank you for volunteering to coordinate the talent show! Here are some guidelines and suggestions you might find helpful.

While being fun and entertaining, talent night should reflect the following philosophy: Eliot shall be a safe place for reluctant and first-time performers to try out their talents, regardless of the skill level; as many different performers as possible shall be accommodated; the content of each act shall be in good taste, and sensitive to the inclusive, intergenerational nature of the Eliot community.

Your responsibility is to plan, organize, and promote the talent show; recruit performers; and recruit an MC and stage hands.

BEFORE THE SHOW

_____ Advertise and promote the Talent Show early in the week through the camp newsletter. Display a sign-up poster on the bulletin board to recruit performers, requesting:

- Title of the Act
- Type of Performance (piano, skit, etc.)
- Length of Act (no more than five minutes)
- Participants and Age (if children or youth).

_____ Accommodate as many different performers as possible, and individually encourage reluctant performers. If there are too many willing performers, and time becomes an issue, a separate Music Concert could offer an alternative venue for the more polished and serious musicians.

_____ If you have the option, try to keep the Talent Show on the “lighter side”. When time is an issue, limit musical pieces to one per performer.

_____ Speak to a representative of each act and make sure they have an accurate idea about length. Each act should be under 5 minutes - use your discretion to limit any performance. Also, get some feel for content. If in doubt as to propriety, arrange to preview the act before scheduling it.

_____ If needed, ask the Volunteer Coordinator for names of potential helpers.

_____ Find volunteers for the following:

- Master/Mistress of Ceremonies – one or two people who can keep the show moving, and add a little patter when necessary, without being too lengthy.
- Sound and lighting person - ask Audio Visual Coordinator for assistance
- Assistant to coordinate stage entrances
- Assistant to handle opening and closing stage curtains.

_____ Ask the Volunteer Coordinator the planned schedule.

- Possible Schedule:
 - 7:00 Part One
 - 8:15 Intermission (bedtime for younger children)
 - 8:30 Worship Service
 - 9:00 Part Two - [Do NOT present as a “Restricted”, “X-rated” or “Adults only” show]

DAY OF SHOW

_____ Ask the Volunteer Coordinator to have sufficient chairs set up.

_____ On Talent Night, post a schedule of performers at the front, on a poster or flip chart, so people know when they are on. Be sure the printing is legible and large enough to be seen from the back row!

_____ Have the Emcee inform participants to be backstage at least one performance before their act is scheduled.

AFTER THE SHOW

_____ If you like, report to the Volunteer Coordinator or Dean any problems, successes, or suggestions you have regarding your experience.