



# HOW TO CHOOSE THE RIGHT M.C.

## HEART SPEAKERS

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# **CHECKLIST: HOW TO CHOOSE THE RIGHT M.C. FOR YOUR EVENT**

What to look for, what to avoid, and the questions that matter before handing over the mic.

## **✓ 1. Do they come well prepared?**

- Have they reviewed the run-of-show, tech needs, venue layout, and emergency protocols ahead of time?
- Can they explain how they work with AV, staff, and speakers to ensure smooth delivery?

## **✓ 2. Can they maintain timing and flow?**

- Do they monitor the schedule and adjust the pace when needed?
- Can they transition between segments smoothly and keep energy fresh?

## **✓ 3. Are they adaptable under pressure?**

- Have they handled delays, tech glitches, or sudden changes before?
- Do they respond to surprises with calm and clarity?

## **✓ 4. Do they bring warmth and presence?**

- Have others described them as grounded, safe, or a breath of fresh air?
- Can they connect with the room authentically without overshadowing the event?

- 5. Do they connect with your audience?
  - Do they adapt their tone and language to suit the audience?
  - Can they hold space for diverse perspectives and make everyone feel included?
  
- 6. Is their professionalism solid?
  - Are they punctual, communicative, and respectful of timelines?
  - Do they align with your brand, values, and cultural tone?

 Bonus: Ask Them...

“What’s your experience handling unexpected moments on stage?”

“How do you stay attuned to the audience’s energy without taking over?”

Final Thought: The right M.C. doesn’t just fill space between segments — they hold the thread of the entire event. Choose someone who can do that with clarity, charm, and care.

Want a head start? Download Shelani’s Speaker Profile at [www.actoftheheart.com](http://www.actoftheheart.com) or get in touch at [shelani@actoftheheart.com](mailto:shelani@actoftheheart.com)