



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 or get in touch at shelani@actoftheheart.com