

Appendix G – Best Practices

An event organizer/leader should be aware of these topics. Following the Best Practices will improve the quality of the event by reducing the possibility of glitches.

1) Opening Announcements

- announce washroom locations; two behind the stage, one on the ground floor – this is not obvious to everyone, and so they line up at the single washroom downstairs.
- always point out the location of the fire exits.

2) Sound System

- Multiple sources: Are you planning to play music from multiple sources, ie, several iPhones/iPads/iPods/Computers? If yes, strongly suggest the music be given to the sound tech 48 hours before the event so it can be loaded on one device, ie, a computer. This avoids sound guy having to juggle/operate multiple devices during a live event; Past experience has proved this doesn't work well.

- Microphones, How to use: Our hand-held microphones work best - less distortion - when held at chest level, not right at the mouth. People not familiar with a mic tend to hold it too close to their lips.

This also applies if the mic is located on a stand; your mouth should not be in contact with the mic. Stay back several inches.

3) Early arrivals – be prepared!

- An event may be advertised as “ Doors at 7, event starts at 7:30” Be prepared for people showing up ~ 6:20, before staff are ready to sell tickets, and well before the bar is opened.

So, unless you want to physically lock the doors until 7 pm:

- Ticketing staff should be in place and ready 30 minutes prior to official Doors Open
- Bar staff should have the bar ready at the Doors Open time