

Instructions for microphone runners

Pre-event preparation

- Familiarise yourself with the event schedule and the layout of the venue
- Make sure you know how to switch the microphone on and off as well as muting

During the event

- Stay alert and positioned strategically in the venue for quick movement
- At the cue, promptly and discreetly move towards the person requesting the microphone
- Unmute and hand over the microphone at the last possible moment, make sure it is approx. 10-20cm from their mouth and just under their chin

Engaging with the audience

- Politely ask them to wait a moment if you need time to reach them
- Explain how to hold the microphone, if held incorrectly and sound is too quiet (or too loud) assist them with adjusting the microphone position or hold it for them

Crowd navigation

- Move confidently and politely through the crowd, excuse yourself as you pass by
- Be mindful of anything on the floor to avoid trips and spills
- Return to your original position or another strategic location when finished

Handling multiple requests

- For multiple requests, prioritise according to who is closest or as directed
- Communicate non-verbally or gently with attendees to manage any requests

Post-event

- Ensure the microphone is returned directly to the AV team along with its case
- Check with the event organiser if there are any additional tasks to be completed
- Provide feedback or report any issues encountered during the event

General tips

- Always be respectful and professional to all event participants
- Stay calm and composed, even in the face of unexpected challenges or technical issues
- Wear comfortable shoes as you will be standing and moving frequently
- **If the microphone does not work, the AV team may have turned it off, this will be quickly resolved - do not attempt to adjust the microphones controls**

