

Session 6

Rehearsal and Delivery of Showcase

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Prior to Session 6

- Review OMOD Showcase Checklist and how to use it, at the end of Session 6
- Ensure that the following equipment/supplies are available and in working condition:
 - Lavalier (wireless lapel microphone), boom, and podium microphones with amplifiers.
 - (Optional) Recording equipment to record presentations.
 - Sufficient number of evaluation sheets ready for distribution.
- An adequate number of volunteers or staff personnel are available to assist each participant.
- If an emcee will be used, ensure that the emcee has an accurate list of the sequence of presenters, can pronounce each participant's name correctly.

Learning Objectives

- *Participants will learn how to rehearse and prepare for a showcase.*
- *Participants will practice presenting to a live audience.*
- *Participants will present before a small audience of family and friends.*

Session 6 Schedule

- **Warm-Up Activity** *(10 minutes)*
- **Review of Public Speaking Tips** *(10 minutes)*
- **Rehearsal** *(30 minutes)*
- **Practice in Pairs** *(40 minutes)*
- **Showcase** *(1 hour)*

Session 6

Workshop Activities

Warm-Up Activity:*(10 minutes)*

Lead the participants in performing the warm up. Encourage each participant to complete the exercises to the best of his or her ability:

- Shoulder rolls
- Belly breathing
- Yawning
- High to low pitch voice glides

Review of Public Speaking Tips:*(10 minutes)*

Review the public speaking tips in *During the Presentation* handout (Session 3) including:

- make eye contact
- pronunciation
- pacing and
- projection

Remind participants to pause at specific poignant moments in their stories. Make sure those moments are clearly marked on their written materials, if not already.

Remind the participants that if they are able to get their personal messages across to the audience, they may be able to open the minds of their audience about who they are. And, open minds can open doors for everyone.

Rehearsal:*(30 minutes)*

This will be a brief cue-to-cue run-through of the order of speakers, and their positions on stage, as well as the microphone setups that will be used.

- A cue-to-cue rehearsal means each participant will move to the microphone, wait for the microphone to be adjusted, present the first and last lines from their story, and move back to their seat.
- Take time to rehearse the ending piece of the show, and the exit from the stage.

The rehearsal will be the last chance to correct any technical issues, especially those regarding the microphones and the PA. This run-through will also be helpful for the participants to grow more comfortable with the speaking order and where they fit into the lineup.

Practice in Pairs:*(40 minutes)*

Invite participants to form groups of two and practice their presentations until 10 minutes before the showcase begins.

Alternative: Do a run-through of the entire script, with all participants, if you have time.

Showcase:*(1 hour)*

- Determine where participants will gather for their entrance and assign a helper to make sure that everyone is ready at start time.
- Get A/V personnel in place a few minutes before start time
- An emcee is recommended to introduce the program, explain the class process, introduce each participant, and offer closing words at the end of the showcase.
- ENJOY!

Session 6

Detailed Activity Instructions

Session 6: How to Conduct the Warm Up Activity

Here are the basic instructions for this activity:

1. Ask everyone, including participants, volunteers and staff members, to stand, as they are able, in a circle facing each other.
2. Lead the group in the following warm-up exercises:
 - a. Sing each vowel (A, E, I, O, U) loudly as a group and hold, or sustain, each note for as long as you possibly can.
 - b. Try shoulder rolls. Lift your shoulders up and roll them forward. Now roll them backward.
 - c. Belly breathing. Hold your hands over your bellies and push your bellies out as you breathe in and out.
 - d. Yawn as loudly as possible.

As the facilitator of this activity:

- It's Showcase time! Today's warm-up activity is the "real deal." Spend a few minutes extra working on these.
- Ask the participants to suggest other warm-ups (from earlier classes)
- Have fun with this! Take a minute to encourage each one of your participants.

Session 6

Showcase Checklist & Instructions

How to Use the OMOD Showcase Checklist

- Showcase Lineup
 - Did all participants receive the showcase lineup during Session 5? If not, allot time to review the showcase lineup with these participants.
 - Are all participants familiar with and confident about the showcase lineup?
 - Was there anyone who struggled with remembering the lineup? If so, either assign an assistant to that participant to prompt them offstage when it is that participant's time to move to the stage area OR find some time to give that participant some extra practice with the order of speakers.

- Scripts
 - Do all participants have a copy of their script in their preferred font, type size, and line spacing? Each participant's script can be included in a large binder with everyone else's scripts that stays on a music stand that everyone shares, or each participant can hang onto his/her own script, depending on personal preference. A few participants may even have their stories memorized, in which case problem solved!
 - If you decide to utilize a large binder with everyone's scripts included, make sure this is placed on a music stand or podium stand (if all class participants can stand and prefer to use a podium) that everyone feels comfortable reading from.
 - Assign a staff person to adjust the music stand to a comfortable height for each participant. If all participants can comfortably read their scripts with the music stand at the same height as everyone else, then you don't need to assign a staff person; the less adjustment needed for each speaker, the better, as any frequent adjustments can be distracting for the audience.

- Blocking
 - Entrance: do all participants know how they will enter the showcase room and move to the stage area?
 - Seating during showcase: do all participants know where they will sit during their peers' presentations?
 - Transitions between speakers: are all participants familiar with the process of approaching the microphone and returning to their seats?
 - Bow/exit: are all participants familiar with the final group bow and exit from the stage area and/or showcase room?

- Microphones
 - Do you have a staff person assigned to adjust microphone and/or music (for scripts) stands, switch microphones between participants?
 - Do you have a staff person assigned to monitor volume levels on PA?
 - Are all microphones working properly? (Note: if any microphones pose technical issues during the rehearsal, see if you can replace them or instead rely on just one or two reliable microphones that you are more confident in.)

- Media
 - Is all necessary visual media equipment (projector, screen, speakers, cords, adaptors, laptop computer, PowerPoint or other slideshow presentation files, etc.) functioning properly?
 - Do you have a staff person assigned to advance slides or other media during the showcase?
 - Does this staff person have a copy of the full showcase script or at least a list of the cues for advancing the slides and other media?

- Audience
 - Do you have plenty of seating oriented towards the stage for the audience? You will need a capacity for at least 50 people and be sure to leave a few spaces open for audience members using wheelchairs. Make sure the audience seating does not prevent wheelchair access to and from the stage area.
 - Do you have a showcase program, or simply an “Order of Show” with speaker names and story titles?

- Information Table
 - Do you have a table established with program information and evaluations available for audience members? There are so many people who can benefit from participating in OMOD workshops, so each showcase is an opportunity to spread the word and widen your network of participants and/or conference speakers. Program information may include any or all of the following (examples of each of these forms are available on the OMOD website):
 - Brochures
 - Business cards
 - Sign-up sheet to receive information on future workshop and showcase opportunities (name, email, phone, mailing address)
 - Audience evaluations, or feedback forms, to determine the success the showcase and gather potential ways to improve future showcases

OMOD Showcase Checklist

Showcase Lineup

Notes:

Scripts

Notes:

Blocking

- Entrance
- Seating during Showcase
- Transitions between speakers
- Group bow/exit

Notes:

Microphones

- Working properly
- Staff person assigned to adjust mic(s) between speakers
- Staff person assigned to monitor volume levels on PA

Notes:

 Media

- N/A
- Projector
- Screen
- Laptop
- Speakers
- Cords & adaptors
- Media files
- Working properly
- Staff person assigned to advance or cue media
- Script, or list of cues, for media staff person

Notes:

Audience

- Seating for 50 people, including spaces for wheelchair users
- Accessible path to stage
- Showcase program OR “Order of Show”

Notes:

 Information Table

- Table with program information available for the audience.

Materials may include any or all of the following:

- Showcase program OR “Order of Show”
- Brochures
- Business Cards
- Sign up sheet for receiving future updates
- Audience evaluations, or feedback forms

Notes: