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## Suggested Procedures for Turning the Lectern/Podium Over to a New Speaker

1. As you're facing audience at, near or behind the lectern, give your last line of your introduction, typically the name of the person you are introducing.
2. Turn toward and face the person who is to come to the lectern, typically on your right or left side.
3. Smile broadly to lead the audience, set an example, in the appropriate frame of mind.
4. Lead the applause while looking and smiling at the person who should now be approaching the lectern.
5. Remain at the lectern while applauding.
6. Do not move away, do not walk toward the approaching person and leave the lectern unattended.
7. You must remain in direct control and occupying the space of the lectern, as you have not yet relinquished the position of power and authority you occupied as the speaker.
8. Continue your applause, no matter what, until the person arrives at the lectern, unless:
  - a. the speaker stumbles and falls while approaching the lectern
  - b. some other calamity befalls the person, then
    - i. Stop leading the applause
    - ii. Do or say the appropriate thing, such as ask for help
    - iii. Do not leave the lectern, but control the situation from this position
    - iv. Main control of yourself, as you are the leader of the audience, and your control will assure the group that no panic is necessary, as you've got the problem under your control.
    - v. If the person stumbles and falls, then regains their composure, lead the applause again, as if to congratulate the person and offer support for their mishap
    - vi. When the person arrives at the lectern, do or say something appropriate, depending on how the person has befallen the embarrassment, or what the demeanor of the person is upon arrival. Something light-hearted may or may not be appropriate, but try to put the person at ease, because they will have been quite shaken up or embarrassed and may need a bit of reassurance to begin their speech.
9. As the person approaches you while your leading the applause, continue to look at the person while smiling.
10. When the person gets close enough to you, reach your right hand for their right hand, pull them in to you closer, and shake their hand while gently guiding them to the lectern in front of you, while you step back and away from the lectern.
11. At this point, you may want to say a few words to the speaker as he/she approaches the lectern under your guidance, such as "great to see you," "it's an honor, judge," "I've always admired your work," etc, but not so as be heard by the audience. This is a gracious gesture to try to make the speaker feel more welcome as a personal thing, but

not so as to make the audience feel left out. Therefore, if you do this, make it very short, typically a few words, while the audience is still applauding, and keep the comment out of reach of the microphone.

12. The audience should still be applauding as the new speaker approaches the lectern and arranges his/her notes, as you now have stepped back or to the side to make your exit. The applause may or may not die down immediately, depending on the preference of the audience.
13. Now the new speaker should be in position of control of the lectern, you should be behind or to the side of the speaker, and you must walk off stage as quickly as possible, but quietly and gently, without attracting any attention, as the audience has now directed its attention to the speaker, the position you formally held. You must not do or say anything to draw the audience's attention to you as you walk off stage.
14. You should try to time your exit so you're off or nearly off stage as the new speaker starts, usually by thanking you for the introduction, and thanking the audience for their applause.
15. This is a very short and simple process, and it should be done graciously, respectfully, and with the least fanfare for yourself. This is an introduction of the other person, so you are no longer the star of the show.

## Most Common Errors/Omissions

1. Failure to lead applause
2. Failure to keep applause going until new speaker arrives
3. Stepping away and losing control of the lectern during the introduction process
4. Leaving the lectern before the new speaker has been "installed" by you
5. Leading weak or puny applause (sends the message to the audience you don't think much of the arriving speaker - an insult reflecting badly on you; or, you're unaware of how to applaud in a style consistent with the culture you're invited to participate in. American audiences generally applaud loudly as extroverts, but differently sometimes at operas, classical music concerts, or rock concerts, while other cultures may be more reserved in their style. Be sensitive to the audience's and the speaker's ethnic and cultural standards of behavior.)

## Turning the Lectern/Podium Back Over to the Master of Ceremonies

1. As you're facing audience at, near or behind the lectern, give your last line of your presentation. Generally, this is not the words, "thank you."
2. If you make your summation or conclusion correctly, you will have given the audience the clue that the end is near, as you are generally recounting the main points of your speech.
3. Pause a moment, the applause will start and face the audience, smiling, and graciously accept their applause. This is the time to thank the audience, *while they are applauding*.
4. Before the applause dies down, remain standing in control of the lectern/podium, and turn to the master of ceremonies, as he/she approaches the lectern/podium.
5. Wait for the M/C to approach. Do not leave the lectern/podium or relinquish control at this point.

6. The M/C should be approaching you very shortly at this time, as he/she should have anticipated the end of your speech, and should have already started toward you to relieve from the lectern/podium. Thus, this should not be a long, agonizing wait for the M/C.
7. If the M/C has goofed the job, and is fooling around somewhere back stage, ask for the M/C by saying, "Mr/Ms. Master of Ceremonies," and wait for their arrival to reclaim the lectern/podium.
8. If they don't show up, it's a grave mistake. The audience has exhausted their applause for you, and they're waiting for the next thing, but there's nothing on stage to occupy their attention, so they have been abandoned if you leave the stage and abandon the lectern/podium
9. This could be a very awkward moment if you're left just standing there. Maybe the M/C is unavailable, perhaps someone else will rescue you, or you may have to use your judgment and simply leave even though it's a grave error to abandon the lectern. This will generally not happen, unless you're involved in the most amateur of events, so you will have to make a judgment before you start to inform the M/C of how to do their job and rescue you after your speech.
10. When the M/C comes out, he/she should be approaching you briskly, then grab your right hand with theirs, shake your hand, then, while holding your hand, maneuver around to gently guide you to the side, while they take the control position of the lectern/podium.
11. This should be a very brief matter of a few seconds, so the audience should still be applauding as the M/C resumes occupancy of the lectern/podium. The speaker should now be heading off stage as the M/C says something nice about the speech, and transitions to the next introduction.
12. The speaker should now be completely off stage or out of the audience's direct view.

### Most Common Errors/Omissions

1. Stepping away and losing control of the lectern during the turn-over process
2. Leaving the lectern before the M/C has thanked you and gently taken control of the lectern/podium.