**How to Write a Master of Ceremonies Sheet**

It is important to be mindful of the age of the contestant. Include their name, where they go to school, their age, and any activities (in and out of school). Service and involvement in the community are also typically included. Many contestants include their plans for the future (i.e., When Kelly grows up she would like to be a nurse). For younger girls, important things to include are the names of siblings, pets, favorite foods, favorite activities, favorite TV shows or movies, etc. The amount of time it takes the announcer to read the MC sheet is the amount of time that will be spent on stage. This will allow the judges enough time to properly score the contestant. Always end the biography with "Thank you, (insert name)" as this is the cue to exit the stage.

Examples to help create your own master of ceremonies sheet have been included below. These should typically be at least a half page to a full page in length

In order to benefit the contestant while on stage, the information read by the MC should be typed at a minimum of Arial 12pt font and double spaced.

**Example 1:**

*Jamie Ann Smith is a sixteen year old sophomore at Apple Bay High School. She has been on the varsity volleyball team for two years and currently holds the officer position of Co-Captain. As a freshman, she was voted to be the Freshman Representative in the homecoming court. She currently has a 4.0 GPA and received the Freshman Academic Achievement Award. She is very active in the community and currently has 150 community service hours. Jamie hopes to one day attend the University of Texas at Austin where she plans on majoring in Special Education. She hopes to one day become a special education teacher. Thank you, Jamie.*

**Example 2:**

*Devin Allison Smith is four years of age. She attends pre-school at Apple Bay Elementary. In her spare time, she loves to color princess pages, watch Disney movies with her older sister Jamie Ann and play with her new cat Boots. Devin loves pizza and playing dress up with her Mom. She is sponsored today by her parents David and Dana Smith. Thank you, Devin.*