




# Best Practices & Procedures

## ENDS OF THE EARTH CYCLING



**Instructions For Use:**  
***EMCEE – Support Staff Roles***

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	<b>EMCEE - Support Staff Roles</b>	

## **I. PURPOSE**

(THE "WHY" FOR THE DOCUMENT)

The purpose of this directive is to establish procedures to give the designated person(s) assigned as "Emcee" an outline of "best practices" and daily procedures. These will help them understand their role throughout the day and help to insure smooth operation throughout the tour.

We understand that during tours; situations happen, things change, and sometimes we have to change with them. This document is meant to be "Best Practices" and should be adhered to, but is subject to change under the discretion of Ends Cycling CREW and Ride specific leadership to best glorify the Lord in the given circumstance(s).

## **II. ROLE DESCRIPTION**

(THE "WHY'S" & "HOW'S" FOR THE ROLE)

### **OVERVIEW**

On a daily basis during Ends Cycling tours, there are times where the event could be enhanced by speaking, introductions and music to create a better mood or atmosphere of excitement. This position is usually set up ahead of time by the Ends of the Earth Cycling Executive Director or designee.

### **FUNCTIONS AND ROLES**

(GENERAL OVERVIEW OF ROLE)

**Needed:** 1 person. The Role of the Emcee would be to enhance certain events throughout the day with music, using a sound system, microphones and other Emcee equipment. They would be in charge of set up, deployment and tear-down of equipment during the day(s).

### **GENERAL RESPONSIBILITIES**

(DETAILED BREAKDOWN OF ROLE)

#### **A) Equipment:**

- 1) Ends of the Earth Cycling usually has access to a portable sound system.
  - a) Behringer Europort PPA500BT
    - (i) 6-channel (2 Mic/Line Inputs)
    - (ii) 2 -250W portable PA system with stands (500W total)
    - (iii) Bluetooth connectivity for music streaming
  - b) Microphones
  - c) Extension cord (smaller length)
  
- 2) The "Emcee" is welcome to use / bring their own equipment for the event (if space allows)



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- (b) ...
- (c) ...
- (d) ...
- (e) ...
- (f) ...

**8. Lead cycling with safety**

- (a) ...
- (b) ...
- (c) ...
- (d) ...
- (e) ...
- (f) ...

**9. QUALIFY SKILLS**

**Examples:**

- (a) ...
- (b) ...
- (c) ...
- (d) ...

**10. EQUIPMENT AND TOOLS**

Equipment	Notes
...	...
...	...
...	...