



ANCHORING

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Who is a Compere?

- Not the performer of a solo but a conductor of the orchestra
- Not the speaker or a chief guest
- A channel between the organisers and the event
- Someone who can make or mar a programme!

Compere/ host/ anchor

- Compere is a person who manages the ground events
 - They were the ones who prompted for actors on stage.
- Anchor is a person who has complete control of all broadcasting events
 - The term 'anchor'- it controls the speed of the programme
- Host is the master of ceremonies – like an interviewer or a moderator.

Anchor

- Anchor is a person who hosts a show or a program which can be on a radio, on television or as part of a live stage show.
- An anchor must have
 - Excellent language competency
 - Learnt the details of the program that he/she is anchoring
 - A Script that will help her/him be in command throughout the show.

Event Manager Vs Compere

Event Manager	Compere
Should manage all aspects of the programme	Focus on the programme/ event or meeting
Manages everything outside the event	Takes care of things on the stage/inside the venue during the event

Both should complement each other for the smooth conduct of the programme

Some Formats

- There are different types of formats which is being used to convey different kind of information. Some of the formats are as follows:
 - cookery shows
 - Annual Day Programs
 - Travel shows
 - Interviews
 - Reality shows
 - Hosting a match
 - Interviews

Anchoring Annual Day

- Anchor 1 – Good morning everyone, it is my honour to welcome you all on this day where we will be celebrating our school's / college's achievements.
- I <anchor 1> along with my co-host <anchor 2> welcome you all on behalf of <Your school name> family. We are truly blessed with your presence.
- Anchor 2 – Yes, you are right <anchor 1>, this is the day we all wait for a year; it is a day of celebration, success, and tradition. And to double the joy of the day we are graced by the presence of great personalities.
- Please have a big round of applause for our chief guest Mr. Srujit Sharma, he is a state education minister; he has done tremendous work in the field of education. He represented India in the South Asian Education Summit. Along with him please welcome our very own principal madam Mrs Sharmila Shashtri, our guiding star.

I <Your Name>, heartily welcome you to <number>the annual function celebration of <School/College Name>.

A very good evening ladies and gentlemen, a galaxy of intellectuals, your Excellency, honoured guests, teachers, and all my dear friends.

This is the time we all are waiting for, so without further ado, I <Your Name> take pride and honour welcoming you all to this evening of cultural extravaganza.

Let us see together a colourful rainbow of programs unfold.

Lamp Lightning Ceremony on Annual Function

- <Anchor 1>: I would like to welcome our chief guest Mr. Sharma and Principal madam on stage for lamp lighting. Dear Sir and Madam please grace us with your presence on the podium. *<While guest lighting the lamps>.*
- <Anchor 2>: Darkness cannot drive out darkness: only light can do that. Hate cannot drive out hate: only love can do that. – Let us wish this light of education takes over the darkness of differences, injustice, and violence in the world and guides us towards progress, equality, and freedom.
- <or> With this lamp lighting we like to thank the goddess of knowledge for blessing us. We hope she blesses us with more success in school and the future. *<Lamp lighting ceremony finished>*

Ganesh Vandana or Swagat Geet

*< A lot of schools start the event with **Ganesh Vandana** / Prayer or Swagat Geet >*

- Ganesha, the SUKHKARTA, the DUKKHAHARTA, the god of the wisdom; we pray to you to grace your halo upon us. Now I would like to welcome our singing group who will be performing Ganesh Vandana / Welcome song. Can we have a big round of applaud for them?
- To welcome our guests, our school's very talented Nitin Desai has written a welcome song. It will be performed by our senior singing group. Let us welcome them with a big round of applaud.

Chief Guest Speech for Annual Day Celebration

- *<Now ask your chief guest to speak a few words on your school annual program and his experiences>*
- I would like to invite <Chief Guest> to grace us with his/her thoughts and experiences. Please welcome <Chief Guest> on the podium with a big round of applaud.
- *<Speech Ends, now it's time to present a school or college annual report. Most of the time principal or department HOD will present the annual report. If it a purely cultural program then invite principal/HOD/Dean to for their speech.>*
- Now, I would like to request our principal madam to present <your school name> annual report.

Principal's Annual Report Speech

- Principal / Director / Teacher Speech-
- Good Morning all, I would like to welcome all esteemed guests, teachers, staff and our talented students. We are blessed to have you all here today. <Your School Name> is considered one of the best schools in the <City name> not only for its results but for its culture too. And I feel very proud to be part of such an amazing institution. Here in our school, we don't just focus on academics but we try to teach things which will help our students to be good citizens and good individuals too. Without taking too much of the time, I will be quickly sharing the achievements of the school, teachers, and students. I must tell you we have very talented students, here are their achievements. *<Share all the achievements, awards to students, distribute prizes. Same way, share the teacher's and staff's updates, training program information and other achievements. Check this article to learn **How to Write School / College Annual Day Report / Speech>***
- *<After the report presentation,*
- *it is time for performances. Variety of acts, programs planned totally depends on your school. Songs, dances, acts are common among these activities>*

Dance Performances

- Anchor 1 – Now please welcome the “Sanskriti Dance Group” on stage. They are a group of 10 members of class 8 and 9 showing us their dance skills in this indo-western fusion form. Please... Welcome them... with a big round of applaud. Let me tell you that, they have won last year’s interschool dancing competition. So, “Sanskriti Dance Group” set the stage on fire.....
- <Different dance types needs to be introduced differently>

Song performance

- Anchor 2 -After that breath-taking dance performance let us soothe our ears with the mesmerizing voice of Priyanka who will be singing one of the best songs of great Lataji Mangeshkar. She hasn't told us the song, she wanted to keep it as a surprise. Please welcome Priyanka on Stage. Guys, she has a thriving YouTube Channel too, you must check it out; she is onto something.

Prize Distribution

- Don't we have great talent in our school/college? It was a tough call for our juries to decide the winners. Now I would like to invite the principal/chief guest on the stage for the Prize Distribution Ceremony. There will be one who will get the first prize but here everyone is a winner.
- You all took over your inhibitions and presented your talent in front of such a big and amazing audience. Let's have a big round of applaud for all participant in all categories.

Vote of Thanks / Thank You Note

I feel honoured to present the vote of thanks on behalf of <School Name>.

We would like to thank you all for your gracious presence. Your presence made the day.

Kindly note that we have arranged snacks and after tea for guests, teachers and parents in the staff room, it is next to the auditorium. For students, the snack arrangement is done at the canteen. Students, please maintain discipline in the canteen.

I declare that <School Name> nth Annual day function is now concluded, Thank You again... Good Night...

Anchoring Travel Shows In travel shows

1. The anchor should be having good knowledge about that place in terms of food joints, shopping area or the specialty of that place. The attire of the anchor should be according to the city culture so that people can connect to the show more than having a formal look.

Scripting Format of Anchoring a Travel show

Hey friends we are here in the city of _____

A place where

This city is known for You people must visit if you

Lets know more about this city.

I m damn hungry which place will make my stomach want more.

Ahh loved the food yummm if you visit this city give a shot you are going to love this place .

- <https://www.youtube.com/watch?v=IEgPVrSZa6w>

Anchoring Interviews

When the anchor is interviewing a Guest who is not from the field anchor is from, there he needs a proper research to be done not only about him but also about his profession also the city he belongs from to connect him with his talk from the starting till today's date .

Scripting Format of Anchoring an Interview

Giving an introduction about the guest in short which is covering important parts of that Guest's life and in the end connecting his words with his first question.

Set of questions should prepared on the basis of research and some points which can be used while having a conversation.

Dress style – it should be formal or a casual either a dress in a light pastel color.

Anchoring a Reality Show

- While the anchor is preparing his/her script he should be prepared that he will be going live.
- Research work is important for this and also needs to put some points which attracts and holds the audience for a long time.

Anchoring Cookery Show

- 1.It is a type of anchoring show in which the anchor is professionalized in cooking .
- 2.The anchor keeps on talking to his/her audience while cooking the dish and making it easy for the audience to cook at home to give all the alternative instructions so that audience is not bound to use the specific kind of products and appliances

Scripting format of Anchoring a Cookery Show

Good morning ladies and gentlemen.

Today we are going to prepare a lovely.....

we need the following appliances to make _____ (dish name)

We need the following ingredients.....

First

Then.....

Finally

We hope you enjoyed our recipe.

<https://www.youtube.com/watch?v=rkeNvEFkmh4>

Five Points to Remember

- Planning:
 - The bridge between the compere and the organisers
- Preparation:
 - The bridge between the compere and the audience
- Programme management:
 - On the day of the event
- Problem Solving:
 - To skilfully manage unexpected events
- Pitfalls:
 - Matters that a compere should bear in mind and also avoid!

Planning

- **What** is the event?
- **Who** will be attending?
- **Where** is the programme?
- **When** is the programme?
- **Why** are we having the event?
- **How long** is the event?

Planning with the organisers

- **Duration** of the Programme
- **Compere Partners:** are there others compering?
- **Language(s)/ Tone** to be used.
- **Position** of the compere
- **Line Manager:** to whom should the compere report to?
- **Profiles:** Guests, Audience
- **Programme Schedule:** Event & Time

Preparing

- **Get advance information**
 - The institution/event - take notes
 - The organisers/ venue
 - Programme schedules/ copies
 - Audio visual Arrangements
 - Guest Protocol
 - Time for each person
 - Duration of the programme

Programme Management

- **Before the event**

- Keep contact details of the organisers handy
- Arrive ahead of time
- Check if volunteers are there to assist you
- Check whether people are ready according to programme schedule
- Check light and sound system
- Select podium/position to stand
- Check accessories : Pen/paper/laser pointer
- Prepare the list of instructions to the audience

Programme Management

- **During the event**

- Keep the programme schedule with you
- Have a coordination with the people who manages AV systems
- Give general instructions to the audience.
- Start on time
- Inform the audience if there is a delay
- Start confidently, with a smile
- Welcome guests onto the dais.

Programme Management

- **During the event**

- Be alert always
- Always think ahead
- Never leave the hall while the event is taking place
- Keep the next item on the schedule ready in mind
- Give clear instructions regarding the minute details
- Always be prepared for interruptions
- Be ready to incorporate changes
- Should be able to make immediate decisions

Programme Management

- **Closing the event**

- Bring in a striking note of conclusion
- May or may not disclose your name and identity
- Check and inform if refreshments are arranged
- Switch off the mike
- See to it that the guests are properly taken care of.

Problem Solving

- **Problems**
 - Sudden changes in schedule/order
 - Power failure
 - AV failure
 - Guests not available
 - Disturbance from audience

Problem Solving

- **Troubleshoot**

- Sudden changes in schedule/order
 - Be alert to the changes incorporated before the program
 - Remind the authorities regarding the changes
- Power failure/ AV failure
 - If there is a power failure, don't lose composure
 - Be ready with plan B
- Guests not available
 - If a guest is not available, quickly pass on to the next
- Provide a mike change if needed
- Ask for instructions, if confused
- Be quick to apologize for any delay or defect

Pitfalls to avoid

- Not to be seen, but to be heard!
- What about a second compere?
- You are a compere, Not a speaker!
- Not the venue to show your expertise.
- Improper articulation and tone
- Wrong attitude
 - Your inconvenience does not matter here

THANK YOU