



Toll Free #: 1-888-818-3900

MAKING IT ALL HAPPEN

Setting the Stage

Make sure the comedian is close to the audience; don't have the stage area separated by a large dance floor. Make sure the performance area is well lit, so the audience can see the performer. A corded microphone is preferred but a cordless is fine as long as a fresh battery has been installed that day. A lapel microphone or one on a lectern is usually only suitable for speakers reading a typed out speech. Inform the wait staff when the performance will begin so no punch line is destroyed by any unnecessary distractions. Make sure all doors to the hall are closed so people don't come and go.

It is important to notify the agent whether the audience will be business casual or formally dressed so the comedian can also dress appropriately for the occasion.

Major door prizes or giveaways should always be done after the performance or at the end of the night to retain the audience as long as possible.

Hotel sound systems are notoriously terrible – hire a professional sound system if the budget allows it. Test the sound system before your guests arrive. Many hotels and banquet rooms have an in-house ceiling speaker system, this is not acceptable.

Draw up a "Run Sheet" of the night's events with approximate times and names of people addressing your audience.

Do not allow any audience member to heckle the comedian. Although it rarely happens at corporate events, there has been the odd occasion where some people have had too much to drink and think they are funny or helping the show along. Discreetly tell them you hired a professional comedian to entertain the crowd, so please keep it down as they are ruining the show for others.

Written Introduction

Giggles will happily supply you with a prepared introduction for the comedian. Too many times, people "Google" the comedian and end up delivering an elaborate intro from their bio that goes on far too long. Let's make this a fun night - not a night for speeches.

Week of show

Contact the agent and review all terms of contract and your expectations. Remember the only dumb question is the one that doesn't get asked; we both want the function to run smoothly. Leave no stone unturned, discuss arrival time, show time, dress attire, review whether payment has been received. Make sure the act has your cell number and that you have cell number of the entertainer so you can relax and enjoy the evening knowing they will call you in case of any delays in their arrival.

Day of Show

Make sure you get to the hall early and everything is set up as you previously discussed with venue manager. Have the sound system tested prior to your guests arriving. Make sure venue manager has a run sheet of the event's schedule. Notify venue manager of any special requirements detailed in your contract (i.e. bottled water or stool/table on stage). Bring balance of payment if not pre-paid. Sometimes it's best to pre-pay so you have one less thing to worry about that evening; many clients have been embarrassed because they forgot the cheque in their desk. Most importantly you can now relax and enjoy the show because you've dealt with the professionals at Giggles Comedy Agency.