

# **ROCKY MOUNTAIN ASSOCIATION OF FAIRS EMCEE RULES & APPLICATION**

## **2026 RMAF CONVENTION ~ November 11-13 Layton, Utah**

The Rocky Mountain Association of Fairs (RMAF) seeks talented, engaging, and professional emcees to facilitate our showcase sessions and ensure they run smoothly. Emcees play a critical role in maintaining the flow of our showcases, are valuable in cultivating audience engagement, and contribute to the overall success of our events. The following rules outline the expectations and responsibilities of emcees, along with the application process.

### Emcee Rules:

- ❖ **No Self-Promotion:** Emcees are prohibited from using stage time for personal or business self-promotion. The focus should remain on the event, its participants, and sponsors.
- ❖ **Show Management:** Emcees are responsible for facilitating the show run to ensure it flows smoothly and efficiently. This includes adhering to a provided schedule, managing transitions between acts, and addressing any unexpected delays or changes professionally.
- ❖ **Timing and Flow:** Emcees are tasked with keeping the show on track, timing-wise. This involves being mindful of the event schedule, cueing speakers, performers, and activities at the appropriate times, and making adjustments as needed to maintain the intended flow of the event.
- ❖ **Audience Engagement:** Emcees should actively engage the audience, keeping energy levels high, thus ensuring they remain attentive and enthusiastic throughout the event.
- ❖ **Professional Conduct:** Emcees are expected to maintain a high level of professionalism at all times. Including appropriate dress, language, and behavior that reflects well on the RMAF.
- ❖ **Coordination with Organizers:** Emcees must work closely with the RMAF Executive Director and showcase committee, following any specific instructions or scripts provided, and be flexible to accommodate last-minute changes or requests.
- ❖ **Reading the Performer Blurbs:** Emcees are responsible for ensuring that the entertainer intros are presented prior to the performance taking place. Emcees should work directly with each entertainer/group to ensure proper pronunciation and accurate information.

### Application Process:

To apply for the role of emcee at an RMAF event, please submit the following:

- Completed Application
- Video Submission: provide a short video showcasing your emceeing style and ability to engage an audience

### Submission Instructions:

Please email your completed application and any attachments/links to [rmaf.office@gmail.com](mailto:rmaf.office@gmail.com) with the subject line "Emcee Application." Applications will be accepted until June 12, 2026, and will be reviewed by our Showcase Committee. Selected candidates will be notified by August 1. Preference will be given to RMAF members who have been involved with the association for 5 years or longer.

# Emcee Application - 2026 RMAF Convention

Name \_\_\_\_\_

Business/Act Name (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Please indicate preferred emcee time. (Number choices 1 thru 5 with 1 being your first preference, OR mark No Preference)

\_\_\_\_\_ Nov 11 - Wednesday Reception

\_\_\_\_\_ Nov 13 - Friday Lunch

\_\_\_\_\_ Nov 12 - Thursday Lunch

\_\_\_\_\_ Nov 13 - Friday Dinner

\_\_\_\_\_ Nov 12 - Thursday Dinner

\_\_\_\_\_ NO PREFERENCE

Brief Biography (including previous emceeing experience)

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References (please list a minimum of two references and their contact information)

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### Acknowledgment:

By submitting this application, I acknowledge that I have read and agree to abide by the RMAF Emcee Rules. I understand my responsibilities and commit to upholding the standards set forth to ensure the success of the event.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_