



Tips for Making Announcements

- When you first go up, try to catch the eye of a number of staff members around the room. It sometimes helps to put your hand up at "half mast," but do not put your hand up right away. *The other staff sitting with campers should start to catch the attention of their campers – tell them to "get ready to put your hand up." But do not put your hand up yet.*
- After you feel you have caught the eye of over half the staff, put your hand up. Wait until everyone is quiet and put your hand down. ***Do not talk with your hand up!*** Put your hand down before you begin your announcement. Speak in a normal voice and you will be heard.
- During your announcement you may be interrupted by cheering. Wait until cheering has peaked before you raise your hand again to continue your announcement. It does no good to have your hand up for 15 or 20 seconds while people make noise.
- Repeat the most important things – times and places – at the end of the announcement. *"Remember, when the bell rings, meet at the Bell Tower."*
- Do not ask people to raise their hands for any other purpose than for getting quiet. If you want to take a survey, have people clap their hands. Example: *"Clap your hands if you have ever been to camp."* NOT: *"How many of you have been to camp?"* ***This may seem trivial but we want hands up to mean quiet.***
- Go over the words of complicated songs the first time we sing them. For some songs this may need to be done every session!
- Do not clap your hands during a song, except possibly during the chorus of a song that *everyone* already knows. Tell everyone, "Snap your fingers" if you feel that some hand motion is needed. There is nothing worse than having 25 campers sing and clap while 275 campers wonder what the words are. There are new campers at camp every year and every session!
- The person giving announcements needs the cooperation of every other staff member in order to communicate his or her message. ***If staff members are talking, the campers will start to talk too.***
- If you are giving an announcement it must be important. Take charge. Make sure you have everyone's attention before you proceed. If you lose control, stop and get everyone quiet before you continue.
- Limit your announcement(s) to things that will happen between now and the next chance to give announcements. Nobody will remember things more than 3 or 4 hours!