

Duties of the Vancouver Co Slam master—Vancouver only.

These duties can be broken down into two divisions...Night of Show duties and the rest

Night of show duties

- 1) Arrive at venue between 7:30 and 7:45 to help set up the stage and door areas for the show. (this includes cleaning up toys and making sure the Café chalk board on the street is promoting the slam).
- 2) You are responsible for signing up poets for the open mic and slam. You are responsible for providing rules for the night's slam if the poets require it. Your "Slam-master of record" can help you with this if need be. Poets will start pestering you as soon as you walk through the door so be ready for it.
- 3) You need to find judges and scorekeepers for each night's competition. We are attempting to have some volunteers chosen ahead of time. Sue McIntyre is our volunteer coordinator. The host/co slam-master can look after time keeping and being the "rat bastard."
- 4) You are the host for the evening unless you have pre arranged a fill in host. This means making sure the show runs as smoothly as possible with as much positive energy and good cheer as you can muster. You must make sure it's a fair bout according to PSI rules and the Code of Honour. It your job to decide when rules have been broken and whether or not anyone is disqualified from the night's proceedings.
- 5) There are 2 rounds to the slam. There are 13 poets in the first round including the sacrificial poet. Top 5 highest scoring slammers move on to the second round. There is an intermission between rounds. The feature comes on after the 10 minute intermission and does a 20-25 minute set. Do your best to promote the feature's merchandise sales so they don't have to.
- 6) After the show you must make sure the feature, sound person and top 3 poets are paid. The feature right now receives \$100, the sound person \$50 and there's a \$75 dollar split between the top 3 poets. \$35-\$25-\$15 for 1-2-3. You must also confer with the scorekeeper to decide who has won the evening's bout. If there are any issues you have the final say on all decisions however if there is no conflict of interest, please consult the "Slam-master of record" in your decision. Also it's a good idea to tip the Café staff \$20 if we can spare it. And we usually can. You must also make sure the VPH invoice/receipts are filled out by the feature, the sound person and the winning slammers. Then hand them off to Sean for safekeeping.

Co Slam-master duties for the Vancouver Poetry Slam that don't involve the night of running of the event.

- 1) You need to book features and find them billets if they need them. You need to provide the features with directions to the venue and make sure they know when to be at the venue. If you can, reserve a seat for them.
- 2) You need to keep track of the Van Slam standings for each season's playoffs. You will need to determine which poets are in which semi final playoff round. There are 2 semi finals of 8 poets each. The top 16 are determined by rank first and then score. This means if a poet finishes first during the season, their highest scoring first place finish will be their determining score. It is also your job, to make sure the standings are sent out on a regular basis for everyone interested to see. You can post them on the VPH website, on the Van Slam MYSpace and by email send out.
- 3) At this point in time it's the Co-Slam-master's responsibility to look after publicity. This means printing Van Slam Flyers for distributing at the slams and other local poetry events and open mics. This means sending out the upcoming slam information to the local media outlets at the VERY LEAST 2 weeks in advance. 2 weeks is the minimum lag time that they require for submissions. Some submissions are strictly online via their websites, some you can send via email. It's good to establish relationships with some or all of these people.
- 4) It is your responsibility to promote the slam: via setting up performances by the current Vancouver Poetry Slam Team, organizing demonstration slams at new locations or helping local Slam Poets get gigs in non traditional slam environments. Again this is partially a matter of establishing yourself in the community as a person who is associated with the slam. This means dealing with local universities, other regional slam-masters and Artistic Directors of poetry and writing festivals. They come to you for recommendations.
- 5) You need to be in regular contact and dialogue with your local "Slam-master of record." The two of you (If there are two people) need to work in unison to ensure the slam is in good standing within PSI. This means making sure memberships are paid up for poets, venue registration is complete and the WIN2 bouts are scheduled. You are working as a team.
- 6) Banking. This position is shifting somewhat as the Van Slam account is now falling under the auspices of Vancouver Poetry House. It appears that Sean McGarraggle will now be looking after the slam's finances. This means depositing after show income, making sure the pre show float is ready for the event (lots of 5's, toonies and loonies in the kitty.)
- 7) Volunteers. Fortunately Sue McIntyre has taken over a lot of this responsibility. That means we are having people show up on slam nights wanting to help with scorekeeping and working the door. This lessens the night of show burden dramatically.

8) And while it is certainly not an official duty in some ways you are also looked upon to keep up the goodwill that the slam community has created in the city and abroad. This means attending non slam related poetry events. This means volunteering at other non slam related poetry events. This means being an ambassador of poetry both in and out of the slam.

9) And again while this is not an official requirement I think it is very helpful for the Co Slam-master to be one of the local “officials” encouraging our poets and scene to push itself artistically on and off the stage. Pushing and encouraging them to be their best and to not get comfortable with any success they have. Enjoy it but recognize it as fleeting and go for more. That sort of stuff, you know?