



# Mr. Open Mic

## Launching Your Own Online Open Mic Checklist

### 1. Design Your Mic

- Choose a catchy name for your open mic.
  - Ideas:
    - Theme-based (e.g., 'The Galloping Giggle Open Mic')
    - Named after yourself
- Decide on a consistent schedule.
  - Check for less occupied time slots.
  - Ensure it's a time you can commit to each week.

### 2. Select Your Streaming Platform

- Research and choose a platform:
  - Google Meet
  - Zoom
  - Jitsi.org
  - Others: \_\_\_\_\_
- Familiarize yourself with the chosen platform's features and operation.



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## 3. Establish a Sign-Up Process

- Set up an online sign-up sheet.
  - Platform options:
    - Slotted.co
    - Eventbrite.com
    - Google Forms
    - Other: \_\_\_\_\_

## 4. Set Up a Home Page

- Create a dedicated home page with details about the open mic:
  - Timing
  - Sign-up process
  - Rules
  - Performance duration
  - Contact information
- Set up a dedicated email address for open mic queries.
- Choose a platform for the home page (e.g., Facebook).



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## 5. Promote Your Mic

- Submit to online directories:
  - Mr. Open Mic's Online Comedy Open Mic Directory
  - Others: \_\_\_\_\_
- Promotional strategies:
  - Leverage social media
  - Share with email contacts
  - Word of mouth (tell friends, family, etc.)

## Final Considerations

- Decide on charging:
  - Charge a fee
  - Accept donations
  - Free entry
- Consider recording options:
  - Record each show
  - Do not record
- Handle time limit issues:
  - Set clear guidelines for performance duration
  - Decide on penalties or actions for those who exceed their time.



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## Additional Notes & Ideas

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

By keeping track of each step and checking off completed tasks, you can ensure a smooth launch for your online open mic. Best of luck, and enjoy your stage time!