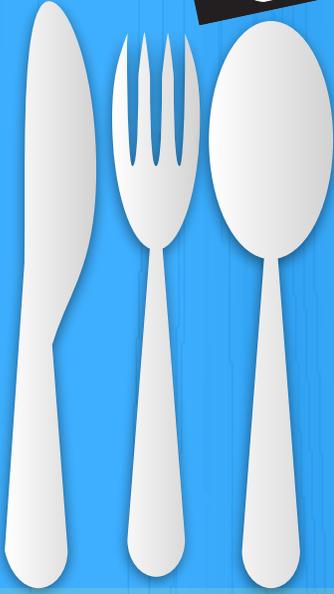




PREPARATION RESTAURANT

The Rehearsal Menu



Welcome to the Preparation Restaurant. In order to have a seat at the table of a polished performance, **you must, rehearse.**

There are many ways to rehearse...but all of them require focus and the will to work hard. There is not an audience, a circumstance, or a presentation that could ever be done flying by the seat of our pants. All presentation needs the rehearsal menu.

Learning the menu at the Preparation Restaurant is advantageous for any and all upcoming life and work situations. But, what difference does rehearsal make when we can ad lib?

It makes the difference between a polish and a rough finish. The arts and athletics both have learned the imperative necessity of rehearsal...but if you have not learned it yet, this Rehearsal Menu at Preparation Restaurant will help you remember.

Clarity of Your Message

- ✓ Is it clear? Does it make sense?
- ✓ How much of it do you know by heart and if you do...rehearse it by heart.
- ✓ If you don't, rehearse with a cheat card you will discard before you perform.
- ✓ Check on the clarity of what you are saying and showing and doing on stage.
- ✓ Is it pure?

Repetition

- ✓ You must repeat ———over and over again———your presentation.
- ✓ Start small. Repeat your presentation 5 times—start to finish.
- ✓ Next meal, repeat just the beginning 5 times. Then do the entire presentation fully through once.
- ✓ Next rehearsal, do the same with the middle of your presentation. Repeat it 5 times—and then do the entire presentation in full.
- ✓ The next rehearsal, do the end of the presentation only—5 times. Then do the entire presentation in full...beginning, middle and ending.
- ✓ Once you have completed this cycle, do it all over again.

Audience Feedback

- ✓ **YOU** can self-evaluate your presentation—using the way you feel about your presentation. If it doesn't feel right—it probably isn't. Use your video on your phone to see and hear yourself...if you need to.
- ✓ **COACH:** Your coach can give you the positives, concerns and his/her helpful hints to improve in FEEDBACK. Your coach will double check your volume, posture, speed, and articulation while making sure you are on point with the clarity of your message. He/she will be a great guide through the coaching phase of rehearsal. Make sure you and your coach decide if you get stopped to correct or change during your performance rehearsal or after. Some coaches prefer writing notes and giving notes to the presenter after the presentation rehearsal.
- ✓ **AUDIENCE:** Another option for you to get FEEDBACK is to present to people to know—or even better people you don't know or don't know well. You don't even need to ask them for feedback...They will tell you by their own non-verbal behavior listening to you. If you get their feedback, make sure your coach can filter it as sometimes, it is just more important to experience presenting to an audience rather than aiming for a critique. Especially in the stage of rehearsal.

YOUR REHEARSAL STAGING

The **A** fork is essential... and that is breathing from the diaphragm. The voice is essential...and that is your plate. Make sure it is warmed up the way your coach has been warming you up. Every rehearsal and every performance has to be warmed up. No exceptions. Clothing, hair, shoes, jewelry, makeup, etc. must be selected and prepared for performance ahead of the performance. A good time to do this is in dress-rehearsal when you can come to your coach for your last rehearsal before performing—wearing the gear you plan to wear, etc. This helps set the stage for comfort and easy delivery in familiar everything.

Four Elements in Preparing for a Master Presentation

MESSAGE

What do you want to communicate and to whom?

What do you want your audience to walk away with?

Tell your story. The shortest distance between two people is a compelling story.

Make sure you are clear about the main message you want to communicate. Are there other sub-messages? What knowledge, point of view, understanding or skill do you want your audience to walk away with.

Be precise in your message. You get no points for being fuzzy, unclear or dancing around the topic. Make sure you have a tight focus on your message. You can talk a long time and say nothing, or you can choose your words carefully and convey great meaning.

Words matter. Vocabulary matters.

Connect your message with your audience. Consider their point of view. What do you want your audience to talk about when they leave?

SKILL

What technical elements can enhance your communication?

You can develop specific skills to enhance communication.

- Voice: volume, quality
- Use your diaphragm to project your voice. Don't speak from your throat. Use the power of your lungs and diaphragm to project your voice. Speak to the person farthest away from you.
- Delete detractors such as "um," "ah," "like," "you know"...
- Smile
- Make eye contact. Use the windshield wiper technique to look at the entire audience.
- Stand upright, don't lean on the podium or table, don't fidget with distracting things such as jewelry, clothing, etc.
- Don't chew gum.
- Don't wear anything that draws attention away from your message.

Remember "SOFTEN"

S - Smile

O - Open hands / open arms

F - Forward lean

T - Touch / tonality

E - Eye contact

N - Nod

REHEARSAL

practice for a public performance

- Singers rehearse
- Lawyers rehearse their closing argument
- Doctors review procedures and mentally practice before an operation
- Presenters rehearse before every presentation

Rehearsal is a critical component to mastery performance.

Rehearsal is an important process to achieve mastery performance. Make time to rehearse. Make rehearsal a priority.

Define the purpose of rehearsal:

- clarify your **message(s)**
- improve communication **skill(s)**
- improve **performance**: emotional/personal connection with audience
- develop mental memory and muscle memory so you don't have to think about the "basics." You can then focus more on performance.

Rehearse by yourself, with a trusted friend, with a coach. Reflect on your rehearsal. Rehearsal should lead you to improved performance. Identify one thing you want your next rehearsal to help you improve. Feedback should be specific and targeted on improvement of performance. Saying "that was great" or "that was really bad" is not helpful. Give yourself and ask others to give you very specific feedback about message, skill, and performance.

Rehearse in an environment similar to where you will perform if possible. Visualize the space, place yourself in it, plan where you will stand and how you will interact with the space. Develop your own silent, internal voice that can remind you when you are at a point in the performance when you sometimes have challenges. Your internal voice can tell you to speak up, speak softly, slow down, speed up, say that sentence clearly, maintain focus. Think of rehearsal as an insurance policy. With enough practice your performance becomes second nature. Then when something unexpected happens, you can draw upon your insurance policy.

PERFORMANCE

a public presentation; the act of staging or representing a character.

Performance is not rehearsal. Performance is you in action, in public.

Performance is you being the public persona of your message. Your energy level and excitement is likely to be higher than when you rehearse. Plan for this difference. Monitor yourself to adjust as you need to. Draw upon your rehearsal insurance policy.

Plan how you will convey your message. Tell your story, make it personal, make it comfortable for you, make it real. It should not look fake or "rehearsed" to the point of being impersonal. Make sure technology supports your message and does not interfere. Know your content and that will go a long way toward a natural performance.

You might create an avatar of yourself, a public persona, that projects the best of who you are at the moment of performance. Step into this role when presenting.