



BASEBALL ANNOUNCER/SCOREBOARD DUTIES

Time	Pre-Game Events
¾ hour before game	<ol style="list-style-type: none"> 1. Unlock Announcing Booth and Electrical Room (to the left of the booth). 2. In the Electrical room, turn on the circuit breaker labeled "BOARD". 3. Open window of snack bar. Be careful, it is heavy. 4. Unlock main snack bar room (not snack bar cage). 5. Take the amplifier (on top of the filing cabinet in snack bar) and put in announcing booth on the right side of the counter in window. 6. In the announcing booth, there is a 4-button selector switch. The plug on the "A" side should be plugged into the back of the amplifier (right side). The plug on the "D" side is plugged to the left of where you inserted the last one. 7. Make sure the "D" button is OFF. 8. Play music that will last at least ½ hour unattended (while you perform other duties). 9. Remove the scorekeeping box, antenna box, and microphone from the second drawer of the filing cabinet and take to announcing booth. 10. Connect the antenna box to power. 11. Connect the scoreboard box to power. If the board does not light up, unplug all equipment, turn off "BOARD" breaker, and repeat steps 2, 10, and 11 in that order. 12. Press the Inning button to advance it to "1". 13. Connect the microphone to the second microphone input on the amplifier. 14. Connect the amplifier to power; turn it on. 15. Test the microphone. 16. If you connect a computer/iPod to the amplifier, use the audio cable already attached to the amplifier. Do a test. Adjust volume as necessary.
20 minutes before game	<p>Get lineups from both teams.</p> <p>Get assistance from coaches on how to pronounce names (if needed).</p>
10 minutes before game	<p>Make sure you have water/soda/ice enough to last.</p>



BASEBALL ANNOUNCER DUTIES

Time	During-Game Events
Before every batter	Announce who <i>is</i> coming to the plate...not who <i>should be</i> at the plate.
After every pitch	Mark balls, strikes, and outs on scoreboard as appropriate
At a lull in the action (new pitcher, coaches arguing, etc.)	Remind audience of snack bar and any specials. Announce 50-50 results if need be.
Change in batter	Update lineup with name and jersey number.

NOTES:

Keep minors and non-Board members out of the announcer's booth. Use discretion.

During game, do not announce or play music or sound effects from the time a pitcher begins his wind-up to until the ball is dead.

Try to be equally enthusiastic for both teams and all players. Parents and coaches will notice any favoritism. Remember, **you must remain neutral.**

Time	Post-Game Events
After announcements	Put on music that should play for at least 15 minutes unattended. Zero out scoreboard (see below)and set inning to 1. To zero the board, while pressing down the top center button, press the button just below it. Release both buttons.
While music plays	Clean announcing booth; empty garbage. Close and lock window.
After music (or after most have gone home)	Disconnect all equipment and store appropriately. Lock up announcer booth if need be.