



Event Name

Location

Address

Algonquin College, Woodroffe Campus

Date

Time

DRAFT SCRIPT

Time	Technical	Speaker	
7:45	PPT Slide - <i>Title</i>		
8:30	PPT Slide – <i>Title</i>	Emcee	<p>Good morning ladies and gentlemen. My name is _____ and for those of you who don't me, I am the _____. It is my pleasure to welcome you here this morning. I hope you enjoyed your breakfast. I would like to thank you for joining us today for this special presentation on _____, an issue that is becoming more and more critical every day.</p> <p>At this time, I would like to invite our _____ (<i>an Algonquin VIP to bring greetings on behalf of College</i>), to come forward and begin our session. Ladies and gentlemen, Mr. or Mrs. _____ (<i>Algonquin representative name.</i>)</p>
8:35	PPT Slide – <i>Title</i>	Algonquin Representative	Opening Remarks

8:40	PPT Slide – <i>Title</i>	Emcee	<p>Thank you _____.</p> <p>Moving right along, it is now my pleasure to introduce our guest speaker, _____. ... <i>(add key points from speaker's bio.)</i></p> <p>Ladies and gentlemen, please join me in welcoming _____.</p>
8:45 – 10:20	PPT – <i>To be advanced by presenter</i>	Guest Speaker	Presentation, followed by Q&A session
10:20	PPT Slide – <i>Title</i>	Person who thanks speaker	Introduces himself/herself and thanks guest speaker for his presentation, and gives him a gift on behalf of the College.
10:25	PPT Slide – <i>Title</i>	Emcee	<p>Thanks _____.</p> <p><i>If there is no special person to thank guest speaker, emcee should do so and present gift, if appropriate.</i></p> <p>Well ladies and gentlemen, that wraps up our morning. On behalf of _____ <i>(insert name of sponsoring organizing)</i>, thank you all for making time in your busy schedules to join us here this morning. It's been our pleasure to host this event and I wish you all a pleasant day.</p>