**Briefing & Speech Notes - MC**

**SPEAKER** MC name

**EVENT** Event name

**DATE** Event date

**TIME** Event time

**VENUE** Venue name

**CONTACT** **Event lead:** Name

|  |  |
| --- | --- |
| **Your role** | Act as host for the event  Welcome guests and deliver housekeeping information  Explain the purpose for the event  Anything else |
| **Requested arrival time** | Time |
| **Attendees** | Type & number of attendees |
| **Format and venue information** | Lecture theatre/seated breakfast/restaurant |
| **Event overview and background** | Background/purpose of event |
| **Speakers** | Speaker name/s |

**Order of Proceedings and Speech Notes**

|  |  |
| --- | --- |
| Time | Guest arrive and collect name tags |
| **Time**  (4 minutes) | **MC: MC name**  **Title and organisation of MC**   * Welcomes all * Quick overview of event * Acknowldgement to Country * Asks guests to switch mobile phones to silent * Explains emergency procedures * Introduces speaker |
| Good morning everyone. For those of you I haven’t had the pleasure of meeting, my name is <name> and I am the <position> at <organisation>.  I am delighted to welcome you all here today….  Insert further speech notes.  Without further ado, please join me in welcoming speaker name.  <commence applause> | |
| **Time**  (60 minutes) | **Speaker name**  **Delivers presentation** |
| **Time**  (3 minutes) | **MC: To be confirmed**   * Thanks speaker name * Reflects on presentation * Thanks guests * Shares information about next event. |
| Thank you speaker name.  *Briefly reflect on presentation. Insert final speech notes.* | |
| **Time** | Food and drink service to resume |
| **Time** | **Event close** |