**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 informationExplain the purpose for the eventAnything 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.
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| Thank you speaker name. *Briefly reflect on presentation. Insert final speech notes.*   |
| **Time** | Food and drink service to resume |
| **Time**  | **Event close** |