

Welcome Speech Planner

Organization Name:

Event:

Date:

Time:

Place:

Time allowance:

Contact person & contact details:

Important Guests

1. Name & Title:

Expertise/background:

Key point to highlight:

2. Name & Title:

Expertise/background:

Key point to highlight:

3. Name & Title:

Expertise/background:

Key point to highlight:

Host Organization

Background- key values, achievements

1.

2.

3.

Welcome Speech Planner

This event - key points eg. introductions of special guests

1.

2.

3.

Key quotes/ideas:

1.

2.

3.

Name of speaker to follow (if any)

Introductory comments:

General business (if any)

1.

2.

3.

Welcome Speech Planner

Audience analysis

Uniting characteristics:

1.

2.

3.

Key demographics:

1.

2.

3.

Language tone:

Any other special considerations:

1.

2.

3.

Welcome Speech Planner

Additional notes: