Welcome Speech Template

Welcome to the [insert title of event or program]. Thank you so much for taking the time to attend [appropriate statement describing the event, such as 'this year's award ceremony' or 'our group's annual professional development conference.'] You are in for a(n) [insert descriptive statement, such as 'impressive display of work by the best and brightest young people in our school district' or 'terrific educational program featuring top expert speakers in our field'].

I would like to acknowledge the dedication and hard work of our talented [committee, volunteers, team, etc.], without whom this event would not be possible. Please stand as I call your name. [Call names of key committee members and specify what role each one held.] How about a round of applause for their hard work?

I would also like to thank each person in the audience. I know that many of you have [insert appropriate statement, such as 'traveled a great distance' or 'taken time off from work,' etc.] in order to be here. Your support and decision to invest your time and energy into attending is to be applauded, so take a moment to give yourself a round of applause.

I know you are here for the main event, so I will keep this brief. I'd like to share just a few key tips to make the most of your experience. [Give a brief overview of how the agenda will flow, highlighting locations if the event is spread out over multiple rooms and when/where snack or meal breaks will be held. Also including any 'housekeeping' requests relevant to your event, such as holding applause until an appropriate time and silencing cell phones.]

Thank you again for making time in your busy schedule to attend [insert title of event or program]. I am certain you will be glad you did! The [insert title of event or program] is officially open. Now, I welcome to the stage [insert name of next speaker, with appropriate introductory remarks].

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