

Checklist for "Opening Remarks"

The "opening remarks" sets the tone for the entire event. Here the person in charge (pic) needs to:

Welcome the audience, honored guests, platform guests and the most ranking official in the room.

Break the tension with a humorous remark. Usually a personal observation or feeling presented with a smile does the trick.

Establish the "why" for this event.

State the expectation for audience behavior.

Indicate the time commitments for this activity so the audience can be included in the quest to remain on time.

Ask that pagers and cell phones be turned off or to vibrate.

Call attention to the printed program and any changes or special notes there in or there to.

Inform the audience of what to expect at the conclusion of the event.

Turn the platform over to the next presenter using an introduction setting a professional tone for the next section by listing the presenter's credentials, or time in service or awards. The more important the presenter, the better the introduction must be.

The Checklist For Opening Remarks

1. **Welcome**
2. **Break tension**
3. **Why we are here**
4. **How long we are here**
5. **What we are going to do here**
6. **How we are expected to behave here**
7. **Please turn off pager and cell phones**
8. **Call attention to the printed program**
9. **When this is over please join us**
10. **It is my honor to present a person who.....**