MC
MONTGOMERY
COLLEGE

Montgomery College
[LOCATION]
[DATE]
[TIME]

[EVENT TITLE]

Buffet Breakfast Service

WELCOME AND INTRODUCTIONS
NAME
TITLE

REMARKS
NAME
TITLE

STUDENT STORIES
NAME
TITLE

PRESENTATION
NAME
TITLE

DISCUSSION AND Q&A

CLOSING
NAME
TITLE

SCRIPT

SPEAKER NOTES:
- *Stage directions are formatted in regular italic typeface.*
- **<u>Speaker's name is formatted in underlined bold regular typeface.</u>**
- **Spoken remarks are formatted in bold regular typeface.**

8:25 a.m. guests begin to arrive and are directed to refreshments and to their assigned seats.

Media Resources staff puts the event static computer graphic on screen.

9:05 a.m. [NAME] steps to the podium to begin the program.

<u>[NAME] speaks:</u> *(4 min.)*

-remarks provided by [NAME]

[NAME] returns to her seat. [NAME] approaches the podium.

<u>[NAME] speaks:</u> *(1-2 min.)*

-remarks provided by [NAME]

[NAME] returns to his seat. [NAME] approaches the podium.

<u>[NAME] *speaks:*</u> *(4 min.)*
-remarks provided by [NAME]

[NAME] returns to her seat. Student #1 approaches the podium, followed by Student #2.

<u>Student Stories:</u> *(10-12 minutes)*
After student stories conclude, [NAME] steps to the podium.

<u>[NAME] speaks:</u> *(2-3 min.)*

-remarks provided by [NAME]
-[NAME] leads the roundtable discussion

<u>Discussion and Q&A:</u> (10 minutes)

After the Q&A concluded, [NAME] returns to his seat. [NAME] approaches the podium.

<u>[NAME] speaks:</u>

-remarks provided by [NAME]