

Sample scripts for microphone practice

Please choose one, and fill in the blanks where applicable

Welcome to the Convention:

Good morning, Associations West!

My name is _____, with _____,
and I am so happy to welcome you all here today!

In just a moment, I'll be introducing our first speaker of the day. In the meantime, here are a few housekeeping announcements to get us ready for the next two days!

Reminding panel members and audience members to use a microphone:

Before we start, just a quick reminder for everyone: *Please use a microphone*, whether you are speaking on the panel, or asking a question from the audience. Remember, hearing abilities vary. Even if you THINK you are loud enough, if you don't use a microphone, you may leave some people out. Thank you for using the mics provided!

Presenting an award:

And now, our final award of the night: The Associations West Person of the Year!

This outstanding individual has worked tirelessly to promote the visibility of Associations West and to introduce an ever-wider audience to the benefits that Associations West offers to our association members and industry partners.

Please, put your hands together for _____

