



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.*
- **Speaker's name is formatted in underlined bold regular typeface.**
- **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.

[NAME] speaks: (4 min.)

-remarks provided by [NAME]

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

[NAME] speaks: (1-2 min.)

-remarks provided by [NAME]

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

[NAME] speaks: (4 min.)

-remarks provided by [NAME]

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

Student Stories: (10-12 minutes)

After student stories conclude, [NAME] steps to the podium.

[NAME] speaks: (2-3 min.)

-remarks provided by [NAME]

-[NAME] leads the roundtable discussion

Discussion and Q&A: (10 minutes)

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

[NAME] speaks:

-remarks provided by [NAME]