SPEAKER INTRODUCTION SCRIPT TEMPLATE

Purpose: This script ensures every speaker is introduced with professionalism and energy, while setting them up as an authority who adds value to the event. *Emcee should read this as written, no ad-libbing required.*

Step 1: Welcome the Audience Back

(Choose depending on context)

- "Welcome back, everyone I hope you enjoyed the break!"
- "I trust you're ready to dive into our next powerful session."

Step 2: Frame the Session

- "This session is all about [insert session title / topic]. You're about to learn [brief outcome statement what attendees will walk away with]."

Step 3: Build Credibility

- "Our next speaker has [insert number] years of experience in [industry/field]."
- "They've worked with [insert clients, companies, or results that matter to this audience]."
- "They're known for [insert a unique strength, signature achievement, or transformation they've created]."

Step 4: Personal Touch (Optional)

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- "I had the privilege of [insert brief personal note e.g., seeing them work with clients, reading their book, or hearing them speak previously]."
- "What I love about [speaker's name] is [insert quick, positive characteristic e.g., their passion for helping entrepreneurs scale, their ability to simplify complex ideas]."

Step 5: Call to Attention

- "So, get your notebooks ready, this is a session you won't want to miss."

Step 6: Introduction & Applause

- "Please help me welcome to the stage… **[Speaker's Full Name]**!"
  (Lead the applause and step aside.)

Example Filled-In Script

"Welcome back, everyone I hope you had a chance to recharge.
This next session is all about *scaling your business without burning out*. You're going to walk away with a roadmap you can apply immediately.

Our next speaker has spent over 15 years coaching high-performing entrepreneurs. She's worked with CEOs from Fortune 500 companies and has been featured in *Forbes* and *Inc*. What I love about her is the way she makes complex systems feel simple and doable.

So, get ready to take notes. Please help me welcome to the stage… **Sarah Johnson!**"

Pro Tip for Event Hosts: Print these intros on cue cards and hand them directly to the emcee or breakout host. That way, every speaker gets a crisp, consistent setup that makes them (and your event) look world-class.

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