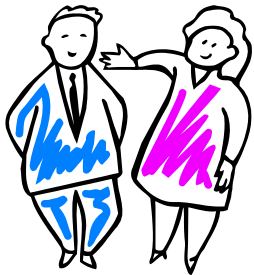




Introductions



DELIVER
INTRO'S
WITH
ENERGY

Before you begin

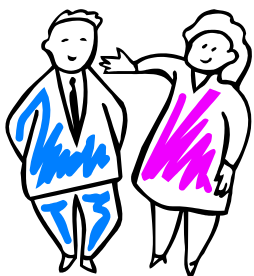
- Check that the demonstrator or speaker is ready
- Remind presenter if there is a critical end time
- If you are not sure how to pronounce presenters name ask them and then write it down phonetically
- Discuss with presenter refreshment breaks and advise hospitality of their timings
- Find out if you need someone to open curtains, turn lights on/off?
- Indicate to audience that you are waiting to begin
- Face the audience. Smile
- Deal with housekeeping and safety notices
- Deal with urgent club and area notices
- Ask for mobile phones to be set to silent or switched off
- Advise members of photography policy
- Make introductions

Content of the introduction

- Beforehand: check if demonstrator or speaker wants you to say anything specific
- State their name
- Their club, area or where they come from
- Their qualifications
- Title of talk or demonstration
- Avoid mentioning items from the body of their presentation
- Don't reveal any of the presenter's surprises!
- Once introduced, hand over to demonstrator or speaker without further delay

Example

"Good afternoon; our speaker / demonstrator is a member of York flower club. She is an Area demonstrator and achieved a silver gilt medal at the Chelsea Flower show this year with a stunning design. With her presentation entitled "Flower Power" please give a very warm welcome to Janet Jones."



SMILE ✨ RELAX ✨ BE SINCERE ✨ BE CONCISE

