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1 Welcome the audience using serious language for a formal occasion. Pick an appropriate greeting such as, "Good evening ladies and gentlemen." Then welcome the audience to the event using a phrase such as, "It is my pleasure to welcome everyone to our beautiful venue tonight." [1] Keep the tone more serious if it's an important occasion. Use more formal language and don't crack any inappropriate jokes. For example, at a wake, you might say, "We're so glad to have you all here tonight. We appreciate your presence at this difficult time." 2 Greet guests informally by using light-hearted language. Choose a simple and straightforward greeting such as, "Good morning everyone!" Express your gratitude towards the guests for attending by using a phrase such as, "It's so wonderful to see you all here on this sunny day." [2] For an event with close friends and family, more informal language might be appropriate. Include a few jokes and keep your speech more lighthearted. EXPERT TIP Patrick Muñoz Voice & Speech Coach Patrick is an internationally recognized Voice & Speech Coach, focusing on public speaking, vocal power, accent and dialects, accent reduction, voiceover, acting and speech therapy. He has worked with clients such as Penelope Cruz, Eva Longoria, and Roselyn Sanchez. He was voted LA's Favorite Voice and Dialect Coach by BACKSTAGE, is the voice and speech coach for Disney and Turner Classic Movies, and is a member of Voice and Speech Trainers Association. Patrick Muñoz Voice & Speech Coach Grab your audience's attention with a strong opening. Start with a loud voice and a strong presence that welcomes everyone and gets them involved. Ask a question they can respond to or tell a joke — anything to connect with the audience. Do something that grabs their attention and excites them and makes them thrilled about the event. Advertisement 3 Add individual greetings for any special guests. Include the names of special guests that are part of the audience. Gesture to and look at the special guests as you mention them. [3] Special guests include any people of honor, those that may play a particularly important part in the event, or those who have traveled a long way to be there. Make sure that you practice all of names, titles, and pronunciations of the special guests before your speech. [4] For example you could say, "We'd like to extend a special welcome to our guest of honor, Judge McHenry, who will be speaking later tonight." Alternatively to welcome a group of people you might say, "While we're excited to have you all here tonight, we'd especially like to say welcome to the students from Johnson Middle School." 4 Introduce the event itself. Provide a short introduction to the name and purpose of the event. Say the name and age of the event if it's relevant, and talk a little about the organisation who is behind the event. [5] For an informal event such as a birthday party, you could say, "We're so happy to have you here tonight to eat, drink, and celebrate another year of Jessica's life. Now, let's get to it." For a more formal event such as one run by an organisation, you could say, "We are so excited to have you all here to participate in our 10th annual pet's day, organised by the Animal Rescue Group." Advertisement 1 Acknowledge those who have played an important part in the event. Mention 2-3 people who have helped to turn the event from an idea into reality. State their names and the role that each person played. [6] An example of acknowledging individual people is saying, "We couldn't have pulled off this fundraiser without the hard work and dedication of Grace and Sally, who worked tirelessly from day 1 to make today a reality." Avoid reading off a long list of people or sponsors, as your audience will begin to get bored. Stick to just a handful of highlights. 2 Mention any parts of the event that are of special importance. Point out what's coming up later on in the event or over the next few days, if applicable. Pick the parts that are the most important, and give people encouragement about anything they should stick around for or pay special attention to. [7] For instance, at a conference, you might point out when the dinner will be held, or where particular sessions will take place. At a wedding reception, you might note when dancing will start or when the cake will be served. 3 Reiterate your welcoming line. Welcome the guests again, but this time in a way that relates to the overview that you just mentioned. For example at an informal gathering you could say, "I'm excited to get to know all of the new faces here during our legendary cricket game!" For a more formal event, wish everyone a smooth transition for the next part of the event. [8] Alternatively, you could end the body of your speech during an informal gathering by saying, "I can't wait to see you all out on the dancefloor!" Advertisement 1 Say that you hope the audience enjoys the event, if applicable. Pass on your warm wishes to the audience for the rest of the event. For example, at a conference you might say, "I hope that you all enjoy the exciting speakers to come!" [9] You could also say that you hope that the audience takes something away from the event. For example, "I hope that today inspires ideas and discussions around the ways that we can make our city a better place!" 2 Introduce the next speaker if necessary. At a big, formal event, you should prepare a formal introduction, including a relevant short biography of the person and their related organisation. At an informal event, a short and fun introduction is appropriate. [10] At a formal event, you might say, "Now, for our speaker, Rebecca Roberts comes here from Montreal, Canada, and she is a leading expert in the study of the human brain. She'll be speaking tonight on what drives humans to make decisions. Let's welcome her." For a more informal event such as a party, you could say, "Next up is Sam, who has been Kyle's best friend for 10 years strong. He has a decade of embarrassing stories about Kyle to share with us tonight!" 3 Thank the audience for attending. Say a brief sentence or 2 expressing your gratitude on behalf of the event. Keep it short and to the point. For example at an informal event you could say, "Thank you to everyone here for coming along tonight." [11] Alternatively you might say, "Thank you again to everyone for being here tonight to celebrate Joe and Kathleen's 50th wedding anniversary! Let the celebrations begin!" 4 Keep your speech within a suitable time limit. The event will dictate how long it's appropriate to speak for. Usually shorter is better as most of the time, people just want to get on with the event. Around 1-2 minutes is generally appropriate for smaller events, and around 5 minutes is usual for bigger and more formal events such as conferences. [12] If you are unsure, ask the organiser or host what an appropriate length of time for your speech will be. Advertisement Add New Question Question How do you write a welcome speech for a conference? wikiHow Staff Editor Staff Answer This answer was written by one of our trained team of researchers who validated it for accuracy and comprehensiveness. You can start by mentioning the title of the conference (e.g., the 21st Annual Meeting of the P. G. Wodehouse Society) and then going on to briefly thank any sponsors and other supporters who helped make it possible. Say something about the theme of the conference and a few general words about the speakers. The welcoming speech can also be a good opportunity to bring up important news and announcements, but keep it brief! You might end by thanking the audience and introducing the first speaker. Question How can I find good quotes to include in a welcome speech? wikiHow Staff Editor Staff Answer This answer was written by one of our trained team of researchers who validated it for accuracy and comprehensiveness. If you want to use a quote in your speech, try to pick one that's relevant to the theme of the event. For example, if you're introducing a seminar on elementary education, you might choose a quote about teaching by Maria Montessori. You can use a source like BrainyQuote.com or Wikiquote.org to find quotes by topic or author. Question How do I start a speech for a school? Speeches for schools usually start with a statement or question that will get everyone's attention on you. Your opening remarks should make clear what you're planning to talk about. Question How do I write a speech for welcoming the crowd to a 90th birthday party? For this kind of party, I would recommend using some old stories from experiences you've had with the person or experiences from the person's past. (Just make sure that the person is OK with you telling the stories.) Question I need help with writing a welcome speech for a church banquet honoring scholarship recipients and trailblazers in the community. The theme is Lighting the Way Through Challenging Times. Talk about the trailblazers and there accomplishments then tie it back to the next generation (the people receiving a scholarship assuming there young) saying how they will be next to light the way and give scholarships one day in the future. Question I am to give a welcome address at my company's retreat, kindly advise on how to go about it? Acknowledge the hard work and progress over the past quarter/year from staff which has led you to the opportunity for this retreat. Highlight the deserved nature of this retreat as a refuel to continue your company's mission. Question How do I write a welcoming remark speech for an organization as the chairperson? Introduce yourself by stating your role within the organization. Use this as a transition point for how your position gives you a unique admiration for elements of the organization, and how you hope to exemplify with with the event you are hosting. Question How might I write a welcome speech for a music album launch? Incorporate elements of your inspiration, particularly parts which you wish to carry over to your listeners. Present this not only as a personal and career advancement for yourself, but a contribution to music enjoyers everywhere. Question How do I write a speech for welcoming VIPs, such as ministers or CEOs? Acknowledge the achievements as a business or organization over singling out individuals. Use this as a segue into company values and how you hope to uphold them through your event. Ask a Question Advertisement Thanks! Advertisement This article was co-authored by Patrick Muñoz. Patrick is an internationally recognized Voice & Speech Coach, focusing on public speaking, vocal power, accent and dialects, accent reduction, voiceover, acting and speech therapy. He has worked with clients such as Penelope Cruz, Eva Longoria, and Roselyn Sanchez. He was voted LA's Favorite Voice and Dialect Coach by BACKSTAGE, is the voice and speech coach for Disney and Turner Classic Movies, and is a member of Voice and Speech Trainers Association. This article has been viewed 1,094,262 times. Co-authors: 14 Updated: March 15, 2022 Views: 1,094,262 Categories: Speechwriting Print Send fan mail to authors Thanks to all authors for creating a page that has been read 1,094,262 times. "I had no clue how to even start preparing a wedding welcome speech. With the few hints I picked up I am ready with a fireworks speech!"... more Share your story





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