



- Thank you, everyone, for being here today. We're going to have a great meeting.
- Today, our **Humorist** is \_\_\_\_\_. Let's get things off to a fun start with some jokes! *[Stay unmuted to respond, when necessary, to the Humorist.]*
- And now, to get us thinking on our feet, give a round of applause to our **Impromptu Master** \_\_\_\_\_.
- ★ *[If the Impromptu Master has forgotten to call for the eligibility report] May we have the **eligibility report**? [Wait for the Timekeeper to provide the report.] Thank you. Please **vote** for Best Impromptu.*
- Our **First Speaker** will be \_\_\_\_\_. He/she is doing the \_\_\_\_\_ speech. It is a \_\_\_\_\_ minute speech and will be evaluated by \_\_\_\_\_. Please give a warm welcome to \_\_\_\_\_.
- Our **Second Speaker** will be \_\_\_\_\_. He/she is doing the \_\_\_\_\_ speech. It is a \_\_\_\_\_ minute speech and will be evaluated by \_\_\_\_\_. Please help me welcome \_\_\_\_\_.
- Our **Third Speaker** will be \_\_\_\_\_. He/she is doing the \_\_\_\_\_ speech. It is a \_\_\_\_\_ minute speech and will be evaluated by \_\_\_\_\_. Please put your hands together for \_\_\_\_\_.
- Our **Fourth Speaker** will be \_\_\_\_\_. He/she is doing the \_\_\_\_\_ speech. It is a \_\_\_\_\_ minute speech and will be evaluated by \_\_\_\_\_. Let's all welcome \_\_\_\_\_.
- May we have the **eligibility report**? . . . *[Wait for the Timekeeper to provide the report.]* . . . Thank you. Please **vote** for Best Speaker.
- Our **First Evaluator**, evaluating \_\_\_\_\_'s speech, will be \_\_\_\_\_. Please give a warm welcome to \_\_\_\_\_.
- Our **Second Evaluator**, evaluating \_\_\_\_\_'s speech, will be \_\_\_\_\_. Please help me welcome \_\_\_\_\_.
- Our **Third Evaluator**, evaluating \_\_\_\_\_'s speech, will be \_\_\_\_\_. Please put your hands together for \_\_\_\_\_.
- Our **Fourth Evaluator**, evaluating \_\_\_\_\_'s speech, will be \_\_\_\_\_. Let's all welcome \_\_\_\_\_.
- May we have the **eligibility report**? . . . *[Wait for the Timekeeper to provide the report.]* . . . Thank you. Please **vote** for Best Evaluator.
- Now let's hear from our **Poet Laureate** for today, \_\_\_\_\_.
- Would the **Wordmaster** \_\_\_\_\_ please give us the report?
- And now for the winners! Will the vote counter please give us the winner of:
  - Best Impromptu (wait for announcement before asking for . . .)
  - Best **Evaluator** (wait for announcement before asking for . . .)
  - Best Speaker
- Thank you, everyone, for coming. I enjoyed being your MC. Now I'll return the meeting to our **Meeting Manager** \_\_\_\_\_.