



EXAMPLE OF 2020 VIRTUAL CONVENTION + EXPO

Emcee Script Overview by Rachel Sheerin

DAY ONE: **MORNING GREETING MESSAGE**

Voice of God Welcome + Introduction of Emcee (Title slide of Event shown)

Emcee Welcomes on Screen + announces name, identifies self as emcee

Welcomes everyone to event, excited for what is to come

Jumps into housekeeping notes

- Where to find things
- Quick Agenda of the Day
- Where to get help
- Where to visit sponsors/exhibits/expo
- How to view education
- How to CONNECT with fellow attendees
- How to maximize fun

Before starting, thank yous

- Sponsors
- Executive Leadership
- Other VIP's

Why are we here? **BIG THOUGHT/EMOTION**

ROI = ROI

Thank you for being here **TENDER EMOTION**

Launch with energy + thought for the day. **HIGH ENERGY**

Instructions on what to do and where to meet me next! **HIGH ENERGY**

BREAK 1

- Recap some education notes/shout out speakers/sessions by names
- ASK THE ATTENDEES: *As you've been navigating our 1st ever virtual conference, did you have any questions or need any help? Chances are if you're wondering someone else is too! *Direct them to CS, too, if I don't know**
- Recap some expo vendors/sponsors/shout out vendors by names
- Show commercial from Sponsor
- Get excited for what's to come
- By the way, did you see the Photo Booth? Instructions on use
- Instructions on what to do and where to meet me next

Break 2

- Shout out some of the attendees I've seen chatting/asking great questions in the chat
- Recap some expo vendors/sponsors/shout out vendors by names
- ASK THE ATTENDEES: *Through this year, have you found a personal motto or mantra or quote that you've found strength from? Share it with me in the chat.*
- Show commercial from Sponsor
- Get excited for what's to come
- Instructions on what to do and where to meet me next - Daily Ending Recap

DAILY RECAP

Voice of God "Back with us again" of Emcee (Title slide of Event shown)

Wow! What a day! We had over ### facilities attending today - Power of CONFERENCE NAME and the power of coming together to learn, connect and GROW.

ASK THE ATTENDEES: *What was 1 takeaway you had from today - put it in the chat. While you're writing, I'll share one of mine - It was from...*

Yes, and I am so excited for tomorrow - Share tomorrow's agenda.

Closing thought for today, a quote from someone famous and homework for tonight to think on....

See you tomorrow!