

## EMCEE TEMPLATE

### 1. **OPENING**

#### **Territory Acknowledgement**

"Before we begin, I'd like to acknowledge that we are gathered today on the traditional, and ancestral territory of the Stó:lō. Long before Canada was formed, the Stó:lō (people of the river) occupied the land on which UFV is located. They live in the Fraser Valley and lower Fraser Canyon of British Columbia and they speak Halq'eméylem, also known as the upriver dialect. UFV recognizes and honours the contribution that Indigenous people have made — and continue to make — to our community. UFV supports Indigenous learners and seeks to incorporate Indigenous ways of knowing in the curriculum."

#### **Welcome Remarks**

*"Good [morning/afternoon/evening], everyone! Welcome to UFV's Alumni & Friends Weekend, a special celebration of 50 years of excellence, connection, and community. I am [Your Name], and I'm thrilled to be your host for today's program."*

- Briefly highlight the purpose of the event: celebrating alumni achievements, networking, and sharing memories.
- Share any housekeeping notes (e.g., agenda overview, event duration, break times).

### 2. **SPONSOR ACKNOWLEDGEMENT**

*"We extend our heartfelt thanks to our sponsors, [Sponsor Name(s)], whose support has made this milestone celebration possible. Let's give them a big round of applause!"*

### 3. **SPEAKER INTRODUCTIONS**

#### **Speaker Line-Up**

(Prepare individual introductions for each speaker.)

- Speaker 1
  - Name:
  - Title/Role:
  - Alumni Year/Program (if applicable):
  - Key Achievements:
  - (Example introduction)

*"Our first speaker is [Name], a proud UFV alum from the Class of [Year]. As [Title/Role], they have made remarkable contributions to [field/industry]. Please join me in welcoming [Name] to the stage."*

- Repeat for each speaker/panellist.

#### 4. **PANEL DISCUSSION/ Q&A SESSION**

##### **Panel Introduction**

*"Next, we have an exciting panel discussion featuring outstanding alumni who have made waves in their respective fields. Together, they'll explore the theme '[Panel Topic]' and share their insights."*

##### **Prepared Questions for Panellists**

(Examples)

- "What motivated you to pursue your chosen career path after UFV?"
- "How has your UFV experience shaped your professional journey?"
- "What advice would you give to current students and young alumni looking to make an impact?"

##### **Audience Q&A Instructions**

*"Now, we'd like to open the floor to questions from the audience. Please raise your hand, and a microphone will be brought to you. We'll take [number] questions to ensure everyone has a chance to participate."*

#### 5. **CLOSING REMARKS**

*"Thank you to our panellists for their thoughtful insights and to all of you for your enthusiastic participation. Alumni Weekend is all about celebrating our shared journey and looking forward to the future."*

- Acknowledge sponsors and organizers again.
- Highlight upcoming events or opportunities for alumni engagement.
- Share a heartfelt closing:

*"Here's to 50 years of memories and a future full of promise. Thank you for being part of the UFV family."*

## 6. **ADDITIONAL NOTES**

- Timing reminders for each segment
- Checklist for materials:
  - Microphones
  - Speaker bios
  - Q&A cue cards (if needed)
  - Bottled water for speakers/panellists
  - Pens, notepads, etc.
  - Special requirements for the space, for example, podium
- Backup plans for technical issues