**[Event Name] Host Script [Date and Time]**

\*Be sure you edit this based on the event platform you are using. This template is built around using Zoom Webinar. It may be helpful for you or someone else to have your email inbox open nearby during the event if registrants have any issues accessing the event.

**15 minutes before the beginning of the Event:**

* Start the event practice session
* Confirm name pronunciation if needed and change names/titles if needed
* Make presenter(s) co-host
* Check all presenters’ audio and video
* Test slide sharing and that the presenters/co-hosts can advance the slides
  + If there are videos on the slides, test that they work and can be heard
  + Have pdf handy and ready to share in chat
* Review how the presenter(s) wants to do attendee Q&A
* If the presenter(s) requested polls, check that the polls are ready to go
* Let the presenter(s) know at the end you will do a little conclusion and then end the event for everyone, including the presenter(s)
* Check if presenter(s) needs anything before getting started
* **Spotlight the presenter(s)**
* **Enable captioning**
* Start the live event after confirming the presenters are ready

**INTRODUCTION**

Hello everyone, we will give a moment for everyone to enter from the waiting room. Welcome to this event titled, [Event title]! Thank you for joining us!

I am [name, role and organization]. I will be running the logistics/technology today.

* *(Poll if needed or ask in chat opening engagement question)*
* **Captions**
  + If you would like captioning during this presentation, you can locate the Live Transcript/CC button on your Zoom control panel and turn those on.
* **Questions/Discussion**
  + We will use the Q/A box during the presentation and our presenter(s) will <<answer them along the way//during question breaks// at the end>>.
  + <<We will also take some breaks for questions; during those breaks, feel free to unmute yourself or raise your hand if you would prefer to pose your question verbally.>>
  + You can use the chat function for any other comments.
* **Recording**
  + Today’s event will be recorded, and as a registrant, you will receive access to the recording [here] in [of days].
  + You will receive an email with information on accessing the recording.
* **Event Sponsor (if applicable)**
  + We are so thankful to have [Sponsor Name] as our sponsor today. You can learn more about [Sponsor Name] at the link shared in the chat.

We will now start the recording. **\*\*START THE RECORDING\*\***

Welcome to this event titled, [“Event Name”]. To get us started, I will turn it over to our expert presenter(s) – [Presenter Names and Titles]. Take it away!

**\*\*Mute your microphone, turn off video, and put slides in the chat**

**Optional to add opening script into chat:** Welcome everyone! Please note: Live captioning is available; We will be using the Q/A function for questions; This event will be recorded and made available to registrants after the live event. Thank you for joining us. Here are the slides for today. (post file)

**Optional to add right before Q/A time:** If anyone has any additional questions, now is the time to put those in the Q/A box. We will get to questions as time allows. Thank you!

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**CONCLUSION**

We have reached the end of our time together. We’d like to thank you all for joining us, and to our excellent presenters for their time and expertise. We would love your feedback on this event, and you can give it to us by clicking the link in the chat. **\*\*drop survey link in the chat if you have one\*\*** As a reminder, the recording of today’s event will be available. We will send out follow-up information once the recording is ready with any resources. One more shout-out to our awesome sponsor, [Sponsor Name]. Thank you all again for being here and we hope to see you at another event again soon! (revise as needed)

**\*\*STOP THE RECORDING\*\* (or before Q/A time) \*\*END THE EVENT\*\***

**Track Questions During Event:**

**Track Live Attendance Number:**

**Handy Links for chat:**

* **Survey:**
* **Slides:**
* **Resources:**