

# School Welcome Speech Format

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## Introduction:

### Greeting

- **Start with a Warm Salutation:**
- Example: "Good [morning/afternoon/evening], **Ladies and Gentlemen.**"

### Introduction

- **Introduce Yourself:**
- Example: "I am [Your Name], and I am honored to be your host for today's event."

### Acknowledgment

- **Recognize Important Guests:**
- Example: "We are delighted to have with us [Guest's Name], [their title/role]."

### Purpose of the Event

- **Explain the Significance:**
- Example: "Today, we gather to celebrate [mention the purpose, such as achievements, a special occasion, or the start of a new school year]."

## **Program Overview**

- **Outline Key Activities:**
- Example: "Our program today includes inspiring speeches, performances, and awards."

## **Gratitude**

- **Thank Organizers and Contributors:**
- Example: "I would like to extend my heartfelt thanks to our organizing committee and sponsors."

## **Engagement**

- **Encourage Participation:**
- Example: "We encourage everyone to participate actively and enjoy every moment of this event."

## **Transition**

- **Introduce the First Segment:**
- Example: "Without further ado, let us begin our program. Please join me in welcoming our first performer/speaker, [Name], who will [briefly describe the performance or presentation]."

## **Conclusion**

- **End on a Positive Note:**
- Example: "Thank you, and let's make this event unforgettable!"