

# Welcome Address Speech Format

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## 1. Opening Salutation

**Greeting:** "Good [morning/afternoon/evening], everyone!"

**Acknowledgment:** "Honorable [guests/speakers/participants], esteemed colleagues, ladies and gentlemen,"

## 2. Introduction

**Event Introduction:** "It is my great pleasure to welcome you to [name of the event]."

**Background:** "This event is [brief description of the event's purpose/significance]."

## 3. Warm Welcome

**Expression of Hospitality:** "We are delighted to have you all here today."

**Special Recognitions:** "I would like to extend a special welcome to [name important guests or dignitaries]."

## 4. Main Points

**Overview of the Event:** "Today, we have [outline the main activities, speakers, or sessions]."

**Expectations:** “We hope you find this event [inspiring, informative, enjoyable, etc.]”

## **5. Closing Remarks**

**Thank You:** “Thank you for being here and contributing to the success of this event.”

**Encouragement:** “Let’s make the most of this opportunity and enjoy the event!”

## **6. Transition**

**Handing Over:** “Now, I would like to invite [next speaker’s name] to the stage.”