

Tips & Helpful Suggestions for Giving a Speech

Created by New Narrative Events

Speech Length

If possible, please aim to keep your remarks at 2 - 3 minutes long. We understand it can sometimes be hard to summarize everything you want to say in such a short period of time and appreciate your effort to do so.

Introductions

Based on the style of ceremony, the Host or Master of Ceremonies (MC) may only do a brief introduction. We encourage you to say a few words on how you know our honouree as there may be attendees who will not know who you are.

Content

We encourage each speaker to centre their remarks around their relationship with the person we are honouring. Think of a specific facet of your life with this person. If it's helpful, centre your remarks around 1 - 2 words that best describes them to you.

Some of the most dynamic and touching speeches involve guests learning something new based on your remarks and anecdotes.

Best Practices & Additional Speaker Tips

- If you are printing your remarks, make the size 1-2 points larger than normal. You will want to be able to read your words clearly and easily.
- Print your remarks the day before - and bring a pen on the day of for any late additions
- If possible, insert your printed remarks into clear page protectors or a small folio. This will help reduce the rustling of pages
- On event day, we will remind you to stand approximately 4" away from the microphone. If there is a wireless mic, the ideal placement is resting on top of your chin.

Please know that it is much easier for us to turn down the volume of someone who is too close to the microphone than to turn up the mic volume if you are standing too far away.