**[Event Name]**

[Event Date]

[Event Time]

[Event Location]

# Book of Words DRAFT 1*Updated [date]*

**Compiled by**

[Name, Title, Department]

**Speaking Points by**

[Name, Title, Department]

**Reviewed by**

[Name, Title, Department]

5:30 PM Coat check and registration open

Background music is on

5:45 PM CHANCELLOR, PRESIDENT and VP arrive

 Program briefing with CHANCELLOR, PRESIDENT and VP

Passed wine and mineral water service begins

Piper begins piping outside entrance to building (5:45 – 6:25 PM)

5:50 PM CHANCELLOR, PREISDENT and VP, photograph with student ambassadors

5:55 PM CHANCELLOR, PREISDENT and VP ready to greet guests

6:00 PM Reception begins. Guests arrive

6:25 PM Piper pipes from the main entrance through the reception area and stands to the right of the stage facing the audience. Continues piping until cued by [XX] to stop. Remains standing facing audience until acknowledged by MC.

6:30 PM **ELDER**, traditional welcome

*At lectern. Cued by [XXX]*

6:32 PM **PRESIDENT**, welcome, introductions and remarks

 *President at lectern*

Good evening and welcome. Let me first thank Elder [XX], a member of the University’s Aboriginal Elders Program, for your welcome.

Please join me in thanking our piper, [XX], Pipe Major of the SFU Pipe Band’s Robert Malcolm Memorial Juvenile Band.

 *Piper is standing beside the stage and leaves after acknowledgement*

Let me start by acknowledging that we are privileged to gather on the shared traditional territory of the Coast Salish Peoples including the Kwantlen, Katzie, Kwikwetlem, Qayqayt [kee-kite], Semiahmoo, Tsawwassen and numerous Stó:lō Nations.

It’s great to see so many friends of SFU here tonight. I’d like to take a moment to recognize a number of special guests:

BOARD OF GOVERNORS MEMBERS

* [XX]
* [XX]

HONORARY DEGREE RECIPIENTS

* [XX]
* [XX]

DISTINGUISHED COMMUNITY LEADERSHIP AWARD RECIPIENTS

* [XX]
* [XX]

OUTSTANDING ALUMNI AWARD RECIPIENTS

* [XX]
* [XX]

ELECTED REPRESENTATIVES

* [XX]
* [XX]

We also have a number of exceptional student ambassadors with us tonight. You will spot them by their red SFU scarves. If you haven’t already done so, please take some time to say hello and ask them about their experiences here at SFU and in the individual faculties they represent.

Welcome everyone! Together, you help to strengthen the SFU community and we are grateful for your attendance here tonight.

[Insert additional remarks]

And now, I invite [XXX, Vice-President], to tell us more about tonight’s celebration.

 *President is seated*

6:42 PM **VICE-PRESIDENT**, remarks
*At lectern*

**Thank you, President [XX]. On behalf of the students and faculty members at SFU, it is my distinct pleasure to thank you…**

**[Insert additional remarks, then introduce next speaker]**

*VP is seated*

6:47 PM **SPEAKER 1**, brief remarks

*At lectern*

**[Insert speaking points]**

*Speaker returns to seat*

6:50 PM **SPEAKER 2**, brief remarks

*At lectern*

**[Insert speaking points]**

*Speaker returns to seat*

6:53 PM **PRESIDENT**, introduces performance

*At lectern*

**[Insert speaking points]**

*President returns to seat*

6:54 PM **PERFORMANCE**

6:59 PM **PRESIDENT**, closing remarks
*At lectern*

Thank you for that wonderful performance.

[Insert closing remarks]

Thank you everyone for joining us this evening. Please enjoy the rest of the reception.

7:02 PM Program ends. Networking reception resumes

8:00 PM Event officially ends