**Instructions:**

Please ensure the consistency of information between your annotated guest list, briefing materials, and speaking points.

Submit your suggested speaking points via email to [president.ea@nosm.ca](mailto:president.ea@nosm.ca) for the President and [chancellor@nosm.ca](mailto:chancellor@nosm.ca) for the Chancellor

If you have questions or requested changes, please call Chantale Dean 705-662-7228.

**Please delete these instructions before submitting.**

**Speech Title Here**

**Organization and/or Event Name**

Location, City – X:XX am/pm, Day of week, Month Day, Year

**Desired length of remarks:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| <2 min. | 3-4 min. | 5-7 min. | 8-10 min. | > 10 min. |

|  |
| --- |
| **Objective(s):** List no more than four objectives to be accomplished through these remarks (ex. “Thank X members for their contributions, demonstrate the impact of their gifts, and inspire them to continue support of NOSM U”) (Speak to the Learners regarding…. “) |
|  |
| **Audience(s):** List up to four audiences that will be addressed during these remarks, including relevant background information as appropriate (e.g., “100 donors who have given $2,000 or more, most of whom live in Thunder Bay”) |
|  |
| **Message:** A one sentence statement that encapsulates the message you want audience(s) to receive. |
|  |
| **Points:** Provide the 3-4 main message points to be emphasized during the remarks, written in phrases (not sentences), and in bolded font. Under these message points (maximum of 4), you may list supporting subpoints with relevant stories and facts. Bracketing these points should be a 1-3 sentence introduction and 1-3 sentence closing in bold. |

**1-3 sentence introduction; include VIPs to acknowledge (names and titles)**

**Point 1**

* Subpoint
* Subpoint

**Point 2**

* Subpoint
* Subpoint

**Point 3**

* Subpoint
* Subpoint

**1-3 sentence closing**