# A picture containing silhouette Description automatically generatedHow to put together a recognition event agenda

The event agenda provides a structure and timeline for the event to help everyone in attendance know what to expect and when to expect it. The following structure and speaking order should be followed for OTF recognition events, whether in person or virtual.

* An Emcee/Host (Master of Ceremony) should be selected to introduce the speakers and lead the event.
* The MPP for your riding will be the first to provide their remarks.
* The OTF representative, will be the next to provide their remarks.
* The representative(s) from your organization will then follow.
* Lastly, any other speakers can follow.

Every event is unique and has a different set of speakers and attendees. If you are unsure, the OTF Communications Advisor assigned to your grant can help advise when creating your agenda to ensure your event runs smoothly.

If you are hosting an in-person event, you may wish to start remarks 10-15 minutes into the event to allow for time for everyone to arrive. If the event is virtual, you can begin shortly at or after the set starting time.

### Important

Send the **draft agenda** to your OTF Communications Advisor one week prior to the event. They will review the content and will return the final version for you to share with your team and the MPP’s office. If any last-minute changes arise, please notify your OTF Communications Advisor and the MPP’s office immediately.

### See template on next page that you can use to create your own. Simply fill in the yellow sections with the information related to your event.

**AGENDA**

**Organization Name**

Date and Time

Address (include any parking details if parking isn’t onsite)

*\*If a virtual event, please include the link in place of the address*

Event Contact: Name, title, day of event phone #

**Speakers:** NAME, MPP for RIDING

NAME, Ontario Trillium Foundation volunteer

NAME, TITLE, Organization Name

List other speakers

**Emcee:** NAME, TITLE, ORGANIZATION

**Attending:** Representatives of the Organization Name (and any others you wish to list)

**Dress Style:** Casual, Business etc…

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| **TIME** | **ACTIVITY** |
| **9:45 a.m.** | Guests begin to arrive for recognition event |
| **10:00 a.m.** | Event begins - Emcee delivers welcome and introductions |
| **10:10 a.m.** | **Emcee to introduce NAME, MPP for Riding** (Will speak approx. 2-3 min)  **Emcee to introduce NAME, Ontario Trillium Foundation volunteer** (Will speak approx. 2 min)  **Emcee to introduce NAME, Organization Name** (Will speak approx. 3-5 min)  **Emcee thanks everyone for coming and discusses the rest of the event** *(if applicable).*  **PHOTO-OP**  Emcee will invite speakers and organization representatives to come together for a photo. |
| **10:30 a.m.** | Remarks conclude |