1. [Title] WELCOME AND/OR INTRODUCE
2. [Text] REVIEW THE NATURE OF THE OCCASION
   a. State the reason for the meeting.
   b. Review why the audience is getting together.
3. [Bullet] WELCOME THE AUDIENCE
   a. List several points that describe the audience.
   b. Welcome the audience to the meeting.
4. [Bullet] INTRODUCE THE SPEAKER
   a. List important speaker accomplishments.
5. [Text] CONCLUDE
   a. Let the meeting begin.