



# Note to Dan Poynter's Introducer

**Thank you** for volunteering to introduce me.

Experience has shown that the quality of a professional speaker's introduction by his introducer, **you**, influences how receptive the audience will be to the material presented. Please read the written introduction. **Do not** deviate from the script by adding personal remarks, such as: "I have been asked to read this" or by omitting any part. This will ensure a professional, worthwhile experience for yourself, the audience and the speaker.

Please read the introduction over to yourself two or three times to become familiar with it. Commas denote pauses and **bolded** words should be emphasized.

With a few minutes of preparation, the audience will sense *you* are a well organized, professional and accomplished introducer.

## Staging the Introduction

1. When you are ready to begin, signal Dan.  
He will advance the projector from the blank slide to THE SHOW IS ABOUT TO BEGIN slide.  
After 10 seconds, there will be two bugle calls.



2. Dan will advance the projector to the INTRODUCING slide.  
(Dan will remain off-stage so that the audience focuses on you.)  
Read the introduction.  
Exit stage-left.



3. Dan will advance the projector to the TITLE slide.  
There will be 20 seconds of music and Dan will make his entrance.  
At the conclusion of the music, he will pause and start the program.



I will review the **staging of the Introduction** with you prior to the show.

Many thanks in advance for an introduction our audience will remember and appreciate.

*Dan Poynter*

