Organization’s Logo(s)

**Name of Speaker, Title**

**Speaking Points**

**Name of Event/Media Opportunity**

**Date:**

**Time:**

**Location:**

**Subhead or Question**

* Speaking points should be written in natural, conversational tone (e.g., “*We* pride ourselves on,” “it’s *our* mission to make our customers happy,” etc.).
* Continue speaking points within each subhead as needed.

**Subhead or Question**

* Speaking points are traditionally written in full sentences, although phrases and key words can be used, as well.
* Continue speaking points as needed.

**Subhead or Question**

* Continue speaking points as needed.

*Optional: Include any relevant boilerplates.*