



First Bank CEO Opening Town Meeting Speech Guideline

Hello, my name is _____.
(*your name*)

I am the CEO of First Bank located at 110 Macy's Avenue.

First Bank is proud to help you with personal and business banking.

We offer:

- personal checking accounts
- personal savings accounts
- stock Investment
- business loans, and
- business accounts

Personal banking customers should come inside the bank where a friendly teller will help you with deposits. Please remember to have your paycheck endorsed and deposit ticket ready for faster service!

Business customers should come to our Business Window (***point to the window***) to make deposits throughout the day.

Please remember to visit with our Financial Advisor to make your stock purchases.

The First Bank staff looks forward to helping you with your banking needs!