Presenter’s Checklist

Before the Workshop

- Identify a convenient location that has free space available for (for example local school, library, church); ask whether the venue has a computer and projector for your use or if you’ll have to bring your own
- Visit the site ahead of time
- Set a date and time
- Send email invitations with deadline to RSVP (see page 27 for sample language)
- Create and distribute any promotional materials (posters, flyers, listserv messages)
- Track participant registration and create an attendee list to be used as a check-in sheet
- Review the workshop materials and additional resources so that you are prepared
- Anticipate your audience and customize your presentation accordingly (for example, for parents, use role play scenarios that are more relevant for them)
- Practice your presentation (Print the slides with notes pages—you’ll see this option under “print preview”—and review the suggested script)
- Photocopy all materials and consider creating packets for participants
- Confirm the event location (2-3 days before)
- Send email reminder to attendees (2-3 days before)

Day of the Workshop

What you’ll need to bring:

- Printed version of slides with speaker notes
- Laptop computer (equipped with Power Point software)
- Projector
- Photocopies of select handouts (See pages 3 and 4 for complete list)
Flip chart, markers, index cards for questions*
Name tags*
Sign-in sheet with email addresses
Paper and pens
Memory stick/CD with the PowerPoint presentation. Remember to bring a back up!
*Optional

Arrive early to prepare the room (rearrange chairs and tables, if needed)
Test the computer and projector to make sure they are working
Run through the PowerPoint slides

Set up check-in table with
Participant sign-in sheet
Name tags and markers

Review PowerPoint presentation and speaker notes
Distribute and review handouts and evaluation forms at the end of the workshop
Collect participant evaluation forms

After the Workshop
Follow up on any unanswered participant questions
Review evaluation forms
Complete the presenter evaluation and submit to: NCPIE, 200-A Monroe Street, Suite 212, Rockville, MD 20850 or fax to: (301) 340-3944.
Send a thank you note to the facility that hosted the workshop