

CHECK LIST FOR SNSPP PRESENTERS

Who is the contact person for the Presentation?	
Name	
Address	
Phone Number	
E-mail	
What is agreed upon <u>Date</u> and <u>Location</u> of the Presentation?	
Who is in the Audience?	
Adults	<input type="checkbox"/> Young Adults (20's)
	<input type="checkbox"/> 30's – 50's
	<input type="checkbox"/> 60's or older
	<input type="checkbox"/> Mixture of ages or unknown
Children	<input type="checkbox"/> Elementary Age
	<input type="checkbox"/> Middle School Age
	<input type="checkbox"/> High School Age
Gender	<input type="checkbox"/> Mostly Males
	<input type="checkbox"/> Mostly Females
	<input type="checkbox"/> Mixed Group (Males & Females)
Specific Groups	<i>List interest or professions represented:</i>
Cultures represented	<i>List cultures represented:</i>
	<input type="checkbox"/> Interpreters needed
Estimated number of people in audience:	
How is the Room set up?	
	<input type="checkbox"/> Classroom Style <input type="checkbox"/> Theater Style <input type="checkbox"/> Conference Seating <input type="checkbox"/> Semi-Circle Seating <input type="checkbox"/> Banquet (Round Table) Seating
What are the presentation resources?	
	<input type="checkbox"/> Computer & Projector for Power Point Presentation <input type="checkbox"/> Overhead Projector and Transparencies <input type="checkbox"/> Copies of Hand out Material <input type="checkbox"/> Chalk board or Marker board (with chalk & markers) <input type="checkbox"/> Microphone (hand held or clip on?) <input type="checkbox"/> Refreshments
Were Evaluations Distributed?	
	_____ Number Distributed _____ Number Collected