Presentation Checklist

1) Room set-up request for the venue/host organization:
   - LCD Projector
   - Sound cord/audio capability in the room
   - If a large space - wireless and handheld microphone and slide advance
   - Round tables of 6-10 (if possible)
     - Confirm number of tables and participants before event
     - Confirm the setup of the room
   - Send press release template to host

2) To bring (or ship):
   - Camera (if recording or want to take pictures)
   - Sign-in sheet
   - Conversation Starter Guide and any additional materials (determine who will be preparing and providing these resources prior to presentation):
     - Applicable articles
     - TCP one pager
   - Laptop, power cord, any special projector connections you might need
   - Name tags for participants
   - Participant end-of-event evaluations
   - Pens
   - Slides and videos on jump drive
   - Tissues
   - Table cloth (if needed)
   - Your business cards

3) Event Set-up:
   - Set-up projector and laptop
   - Load slides
   - Test video sound
   - Test wireless and handheld microphone
   - Distribute materials (Conversation Starter Guide, articles, etc.)
   - Place participant evaluations in center of tables
   - Set out tablecloths (if needed)
   - Remember to take photos
   - Keep an eye on the temperature of the room throughout the event

4) After Event (day of):
   - Collect evaluations
   - Collect extra materials
   - Record number of participants

5) After Event (next day+):
   - Follow up with all new contacts – send link to website, offer for follow up, ask if they’d like to join newsletter, etc.
   - Let us know if you got any tough questions that would be helpful to add to our materials for speakers
   - Summarize evaluations and share learnings with others on your team
     - The TCP team would love to know, also!
   - Update your newsletter or social media accounts with photos and a brief write up
Rather than packing up materials for each event, Conversation Project champions in Boulder County has a rolling milk crate (sold in many office supply stores) with the following items:

- Blank nametags and a marker
- Sign in sheets and pen (ask for everyone’s email address)
- Acrylic flyer stand for details about upcoming events and a spot for business cards
- Business cards
- Donation envelopes
- 3-4 laminated 8.5”x11” signs that say “Conversation Project Event This Way” with blank space below
  - Dry erase marker for drawing arrows or writing room numbers on the signage
  - Masking tape for placing these signs at various points along the way to your event space
- Their own laptop and speakers
- A simple, easy-to-use projector they bring with them to each event (as sometimes they present at venues without tech support)
- An extension cord for their projector (pay attention to if you’ll need 2 or 3 prongs)
- Light refreshments, beverages, and napkins. Their signature item is oatmeal cookies!

What do you bring to your events? Let us know so we can update our recommendations!