

## 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 advancer
- 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

# the conversation project

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!**