

Audience (School/Organization): \_\_\_\_\_

Teacher/Administrator in charge: \_\_\_\_\_

Staff or Faculty Advisor (if you have one): \_\_\_\_\_

Team Members: \_\_\_\_\_

***Planning Your Presentation***

It is standard practice for an instructor to list objectives in order to map out the activities necessary to reach those objectives within the available time. As you plan your session, think of how you will reach your objectives and keep your audience engaged! Keeping things simple can help you focus on the content. The following questions are meant to help you organize and plan your sessions to have the greatest impact.

1. What is the objective of your presentation? Another way to think about your objective is asking yourself what outcomes you want to achieve with your session. What knowledge should participants walk away with?
2. What information is most important to communicate to your audience in order to achieve your objective?
3. Who is your audience? How can you tailor the important information to their age group and interests?
4. What format will you use for your presentation? Lecture, PowerPoint, audience participation, DVD, audio, something else or a combination? When deciding on your format, remember that different methods will appeal to different learning styles that may be present in the audience.
5. Make sure that the location where you are presenting has the technology or other tools you may need (e.g., projector, internet access, etc.)
5. Make sure that each team member can contribute to the planning and delivery of your presentation.

**First Session Objective or Outcome:**

\_\_\_\_\_

\_\_\_\_\_

Presentation

Title: \_\_\_\_\_

Grade level or age of audience \_\_\_\_\_

Format of Presentation \_\_\_\_\_

Equipment needed for Presentation \_\_\_\_\_

Equipment available at location: \_\_\_\_\_