

Presentation Planning

Use the following questions as a checklist to help plan your event.

Consider Your Audience

What do they need to know?

Is there a section that is more relevant to the audience than others e.g., alcohol, bullying, crime?

What information do you need to determine what will be relevant?

How much time do you have?

Can you cover all you want in the time provided or will you give out additional information e.g. leaflets, contact details?

The presentations within this package have not been individually timed. They are simply recommended ideas for you to include within your own presentation.

You may choose to add additional slides that are relevant to your role, locality or organisation in Hertfordshire.

How will you deliver the presentation?

Will you use acetates or PowerPoint?

Are you competent using these methods of delivery?

Will you include other activities e.g. quizzes, and will this involve pre planning and additional time commitments?

How will you deal with difficult questions? Do you know where to get the answers?

What other resources do you need to order e.g. leaflets, models and displays? (See resources centres).