Introduction
The Community Presentation is often the program’s culminating activity, even if other, shorter presentations are also developed and conducted. Begin thinking about the Community Presentation well in advance. Activities in the Deliver the Message module may need to begin before other modules are completed. The Deliver the Message module contains detailed information about the different aspects of this event: planning, logistics, promotion, and presentation development.

- Determine if the program has a budget for this event.
- Be sure to cooperate closely with the adult coalition in publicizing and carrying out the Community Presentation. The adult coalition’s members will be excellent sources of information about how to manage this event. The coalition may also be able to assist with funding.
- Although the Community Presentation requires a lot of coordination, the youth participants should be involved in all aspects of the planning and should assist with many of the tasks listed below.

At the start of the EYPC Program

- Choose a suitable location, date, and time for the event
- Reserve the location and obtain contract and/or facility agreement. If required, get necessary signatures, pay deposit (if any), and return signed contract.
- Identify influential community members and groups that will be invited to the Community Presentation. Have participants develop an address list.
- Obtain or create a list of local media outlets (newspaper, TV, radio) with their community calendar deadlines and guidelines.

Halfway into the EYPC program

- Identify locations where event flyers should be placed.
- If serving refreshments, decide what and have someone find out prices and ordering information.
Several sessions before Community Presentation

- Set the goals for the event.
- Decide on and invite outside speakers if appropriate.
- Create an agenda for the event, including the youth presentation, others who will speak (if applicable) and when the audience will be able to speak.
- Design invitations, flyers, postcards, etc. and send to organizations/post in locations identified in the Forum Module.
- Begin drafting the presentation.

At Least 2 Weeks Before

- Continue work on the presentation.
- Send letters, press releases, community calendar notices, etc.
- Finalize arrangements for the location, refreshments, audiovisual equipment, etc.
- Remind youth to invite friends and family.
- Repost flyers if needed.

At Least 1 Week Before

- Create and print handouts and agenda.
- Finalize presentation slides and format.
- Call city council members to encourage them to attend.
- Rehearse the entire Community presentation, including introductions of guest speakers, etc. Remind each participant of their specific responsibilities.
- Call local radio talk shows with information about the event.

At Least 2 Days Before

- Remind outside speakers if applicable
- Remind youth and make transportation arrangements if needed.

1 Day After

- Write and send thank-you notes to speakers and anyone else who helped with the Community Presentation.
- Write and send thank-you notes to all city council members and other community leaders who attended.
- Write and send the post-forum press release to local media.