Day of Presentation Responsibilities

1-2 DAYS IN ADVANCE OF PRESENTATION
- Make sure that arrangements are finalized for youth transportation, refreshments, and audiovisual.
- Make sure that the presentation is available, including a backup copy.
- Bring a camera to record the event.

BEFORE THE PRESENTATION
- Begin setting up for the presentation well before the advertised start time. Both the facilitator and youth should be free to welcome each guest as they arrive.
- Provide encouragement to each other during set up.
- Make sure the presentation is visible and that all technology is working.
- Determine which lights need to be adjusted so that the presentation is easily visible.
- If using a sound system, practice speaking into a microphone.
- Note the attendance of government officials or other community leaders who should be recognized during the event.

DURING THE PRESENTATION
- Adjust lighting as needed before youth begin.
- Sit so that youth who are presenting can easily see logistics support team members during the presentation.
- Provide encouragement to each speaker.
- Adjust lighting as needed at the end of the presentation so that the audience is easily visible for Q&A.

Q&A SESSION
- Facilitator note: While youth have practiced potential questions and answers, be prepared to step in if they become flustered or if an audience member is difficult.
- Thank and acknowledge everyone who was involved at the end of the Q&A.

AFTER THE PRESENTATION
- Gather materials and clean up the space if required.
- Make sure all youth have transportation home.
- Remind all of the celebration event.
- Ask the organization leader to notify the organization’s membership, too. (They may...