Iowa College Access Network (ICAN)
Presentation Checklist

**Four Weeks Prior**

- Send invitation to students and parents.
  - For letter templates, radio announcements and other promotional materials visit: [www.icansucceed.org/toolkit](http://www.icansucceed.org/toolkit)
- Post a notice on your school’s Web site and school newsletter.
- Send an e-mail notice to students and parents.
- Submit a public service announcement to your local newspapers.
- Send 15-second public service announcement to local radio stations.

**Two Weeks Prior**

- Place posters in prominent areas of the building.

**One Day Prior**

- Submit general announcement.
- Confirm use of room.
- Confirm use of a screen or white wall.
  - The presentation is viewed via PowerPoint, and the representative will bring a computer and projector.
- Secure an extension cord.
- Secure a table and/or podium.
- Secure a microphone for large groups.

**Day of Presentation**

- Check to make sure presentation is announced.
- Post directional signs/posters.
- Arrange room (also set up screen and test microphone, if needed).
- Set up table and/or podium for the presenter.
- Set out supplemental handouts (ICAN will bring booklets).
- Open room 30 minutes prior to program.
- Notify your ICAN representative of school closings as soon as possible.