

Use this checklist to help you prepare for and promote your ICAN[®] presentation to students and families. Sample text and printer-ready files for items in *italics* can be found online at www.ICANSucceed.org/toolkit.

Four Weeks Before the Presentation

- Send *invitation e-mails* to students and parents.
- Post a *Web announcement* on your school's website and in the school newsletter.

One to Two Weeks Before the Presentation

- Place *posters* on bulletin boards and in prominent areas of your school and community.
 - Above drinking fountains and near the counseling and main offices
 - In classrooms
 - Local banks, libraries, community centers and retail stores
- Submit a *public service announcement* or *press release* to your local newspaper(s).
- Send *public service announcement* to your local radio station(s).
- Discuss final details with an ICAN representative
 - An ICAN representative will contact you no later than one week prior to the scheduled presentation to confirm details.

The Week of the Presentation

- Send *reminder e-mails* to students and families.
- Submit *announcement* for the week's daily announcements.
- Invite appropriate staff to make announcements to classes and at events and assemblies.
- If the event is in-person, confirm use of:
 - A room appropriate for size of expected group.
 - A screen or available white wall space suitable for a PowerPoint presentation.
 - A table or podium.
 - A microphone for large groups.

The Day of the Presentation

- Make sure presentation is announced.
- If the event is in-person:
 - Post *directional signs* and arrange room and set up and test necessary equipment. (ICAN will provide the projector.)
 - Open room 30 minutes before the scheduled start time for the ICAN representative.
 - Set out supplemental handouts.
 - Have a school representative available to answer any school-specific questions and secure the room after the presentation.
- Notify your ICAN representative of school closings or expected inclement weather as soon as possible.
- If virtual, arrive in the Zoom meeting 5-10 minutes prior to the event start time.

Following the Presentation

- Complete the satisfaction survey. The survey will be emailed to you within one week of your presentation.