



## 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.