



# New Hampshire Scholars

## Business Volunteer Planning Checklist



### Before Presentation

- \_\_\_\_\_ Confirm the name of the school, time and meeting place where you are expected on the day you will be presenting. Get directions to the school as well as the school's main phone number.
- \_\_\_\_\_ Confirm that all equipment you are bringing (laptop/LCD projector) is ready. Please inform School Liaison of equipment you will be bringing.
- \_\_\_\_\_ Familiarize yourself with the New Hampshire Scholars information.
- \_\_\_\_\_ Review the PowerPoint presentation. Review the script, but never read it to the students.

### Day of Presentation

- \_\_\_\_\_ Arrive at the school earlier than you think you should.
- \_\_\_\_\_ Sign-in sheets for business presenters are in the front office. Check in there. You will be given a name badge and escorted to your classroom by a student.
- \_\_\_\_\_ Keep the slide presentation moving. The pace is very important. Too fast, students miss information; and too slow, students get bored.
- \_\_\_\_\_ Smile, be friendly, and treat students with respect. Speak with authority, but be open to the students' comments and suggestions.
- \_\_\_\_\_ Take questions during and after showing slides. Interactive conversation is best. No lecture.
- \_\_\_\_\_ Have fun. Relax.
- \_\_\_\_\_ Be creative in your presentation style, but convey the information completely so students have the same understanding as their peers in other classrooms.
- \_\_\_\_\_ If possible, plan to stay for any luncheon or reception the school has scheduled with faculty and/or students.

### After Presentation

- \_\_\_\_\_ Thank teachers and students. Remember to retrieve any belongings carried into the classroom.
- \_\_\_\_\_ Please complete Presenter's Survey and return by fax to 603-225-8108 *or* mail to: Scott Power, State Director  
New Hampshire Scholars Program  
3 Barrell Court, Suite 100  
Concord, NH 03301-8543  
Phone: (603) 225-4199 x300  
[spower@nhcuc.org](mailto:spower@nhcuc.org)

