

## PUBLIC PRESENTATION PLANNING GUIDE

Your panel presentation is a dress rehearsal for your public presentation. Public presentation dates are 5/12-5/23. Presentations at RHS must be scheduled outside of regular school hours.

Securing the space:

Proposed Space: \_\_\_\_\_

Backup Plan for space: \_\_\_\_\_

Proposed time for presentation: \_\_\_\_\_

Name of contact to arrange for space (if other than RHS): \_\_\_\_\_

Contact number or email address: \_\_\_\_\_

Date you secured space: \_\_\_\_\_

RHS staff member who will attend: \_\_\_\_\_

Questions to ask yourself as you plan:

What tone do you want to set? How will you set it?

Who would you like to attend your presentation?

How will you invite people? When will you invite them?

Do you want to have food? Music? Decorations? Displays? Information to hand out?

What will happen during your presentation? How will you demonstrate your scholarship to those in attendance?

What will guests see, hear, and be asked to think about during the presentation?