CBDCE Ambassador Presentation Checklist – In Person

Click here to access Ambassador Toolkit page.

Pre-Event – **Phase 1** *(Recommended - At least 2 months before event)*

- ☐ Verify correct information for contact communications
- ☐ Confirm type of audience expected (e.g., professional, student)
- ☐ Request estimated headcount if requesting materials from CBDCE office
- ☐ Identify any special needs for this audience
- ☐ Complete and submit "CBDCE Presentation Materials Request" form: https://www.jotform.com/220345121414036.

***Pre-Event* – Phase 2** *(Recommended - No later than 4 weeks before event)*

- ☐ Confirm presentation logistics
  - Date, time
  - Location
  - Expected number of attendees
  - Audio/visual needs
  - Presentation needs (e.g., should presentation be sent in advance for audience preview)
- ☐ Download electronic versions of materials from Ambassador Toolkit including: CBDCE brochure, FAQs sheet.
- ☐ Download powerpoint presentation from Ambassador Toolkit

***Pre-Event* – Phase 3** *(Recommended – At least 3 weeks before event)*

- ☐ Review and update powerpoint presentation, as needed, to the specific audience
- ☐ If needed, prepare hard copies of FAQ sheets, post-presentation survey, and other materials

Day of Event

- ☐ Identify table/area for placement of documents
- ☐ After presentation, request participants to complete post presentation survey: https://form.jotform.com/220343895903055

Post-Event

- ☐ Submit the Ambassador Post-Presentation Speaker Form to CBDCE: https://form.jotform.com/231946077222153
- ☐ Send a follow up email to contact thanking coordinator for opportunity, requesting general feedback, and opportunities for future presentations

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