



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
 - o Date, time
 - o Location
 - o Expected number of attendees
 - o Audio/visual needs
 - o 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

