



## **CBDCE Ambassador Presentation Checklist – Virtual**

[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
  - Expected number of attendees
  - Audio/visual needs
  - Presentation needs (e.g., should presentation be sent in advance for audience preview)
- 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

### ***Day of Event***

- 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