Questions to Ask Your Host

The level of preparation required before a discussion or presentation depends on the audience and venue. Talk with your host to gather information about your audience and your venue. Below is a checklist of questions you may want to ask your host.

If your host is inviting the participants or you do not know a lot about the audience, ask:
- How many people will be attending the event? You will want to have enough materials on hand.
- What is the primary language of the audience members? Are there members who prefer to read English or Spanish materials? This will ensure that you can have both available at the session, if needed.
- What will the composition of the group be? If men, women under the age of 40 or older women will attend, or if children will be present, have appropriate materials and/or activities planned.

If you would like to know about the venue, ask:
- Is there access to technology for a PowerPoint presentation? If not, be sure to have enough printouts of the presentation for the number of people that are expected to attend. Always bring extra.
- What is the size of the room? What furniture is available for your presentation? Knowing the size of the room and whether there are chairs and tables will help you plan how to arrange the room to promote interaction. Ask about rearranging the room and plan to arrive early enough to make the changes. Make sure you know how to gain access to the room in advance.
- Is other equipment available? If you will be in a large room and you are speaking with a large audience, you may need a microphone. If computer equipment is not available, you might ask if there are chart pads and/or easels that you can use to display information. See Preparing Your Venue/Space for more tips.
Will there be other groups or individuals in the space at the same time? This may be very important for public and private community spaces like businesses, schools and community organizations. Knowing whether there will be other people in the venue at the same time can help you to prepare the room.

Can you bring food or beverages for the group during the presentation? Is the host planning to provide food?

**Before the event, confirm other details, such as:**

- The amount of time you will have for your outreach or education program
- What time you will arrive
- Who will be available to meet you and familiarize you with the venue
- If the room will be set up for you, or if you will need to do the set-up yourself
- Who to contact in the event of an emergency

If you are bringing food, take the opportunity to model healthy behaviors by bringing a healthy dish, such as fruit or salad to accompany a hot meal.

You may want to prepare a sign or flyer to post on the door to inform others about the outreach or education event to avoid interruptions. You may also bring additional materials in case others attend unexpectedly.