

CHECKLIST



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.
- Who do you expect to make up your audience? If men, women under the age of 40, older women or Black immigrants will attend or if children will be present, have appropriate talking points, materials and/or activities planned.

If you would like to know about the venue, ask:

- What technology is available for you to use? This question is important if you want to use presentation software, play videos or access information online. If you will not have access to a computer, projector, or the internet and cannot provide your own, be sure to have enough printouts to hand out. 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.



Always bring more materials than you think you will need in case the group is larger than expected or participants want to share information with friends and family.



When printing PowerPoint presentations, print no more than three slides on a single page so that the slides are clear and large enough to read. The extra space also allows participants to take notes.

- 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, libraries 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 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



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.



If you are bringing food, take the opportunity to model healthy behaviors by bringing a culturally-appropriate healthy dish.