

PRESENTATION guidelines

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Three representatives from the organizations may present to our members.

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Presentations are held to a strict time limit of 5 minutes or less. No exceptions.

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Organization may not use a slideshow presentation of any kind.

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No media, sound, projector screens, or computer will be available during presentations.

PRESENTATION DO's

- **DO** call the Charity Liaison should you have any questions regarding the presentation.
- **DO** state the purpose of your organization and clearly articulate how you will utilize the donation if awarded the funds. Members want to clearly understand your intent with their donation.
- **DO** have a presentation priority list to make sure you cover all the information you want to convey.
- **DO** tell the history of the organization and **WHY** you are a part of the organization. Help the dreams and purpose of the organization come to life for the audience.
- **DO** send a representative of the organization that is passionate about the cause and can clearly explain the planned use of funds.
- **DO** have FUN! Every member of our organization has a heart for giving and is eager to hear your mission and impact to the community.

PRESENTATION DON'T's

- **DON'T** bring a PowerPoint presentation, video, or pictures. Pamphlets about the organization are allowed but distribution time will be included in the organization's presentation time limit.
- **DON'T** arrive late. You want to be seated and ready to go when your presentation time arrives.
- **DON'T** forget to end your presentation with a compelling purpose for the funds should you be awarded the donations.