



WOMEN'S VOICES FOR THE EARTH

OUR HEALTH. OUR FUTURE. TOXIC FREE.



10 Steps for Hosting a Fabulous Presentation

1. **Invite Guests.** Invite friends and family to your presentation.
2. **Preview the Presentation.** Go through the presentation once and make sure you're comfortable with it – call us if you have questions about anything!
3. **Takeaways.** Make copies of the fact sheets we gave you, Ten Ways to Reduce Exposure and 15 Toxic Trespassers, to give to your guests.
4. **Quick Prep.** Make sure the powerpoint presentation works on your computer, or on the computer you plan to use, beforehand, and print the notes to have in front of you while your audience looks at the slides. You can print the notes from either the PowerPoint or PDF files we sent you.

* You can use a projector for large groups, but a computer screen will also work well for small to medium groups.
5. **The Ambience.** Make sure your guests are comfortable! Do you need more chairs? Refreshments? How's the lighting for seeing the slides?
6. **The Presentation.** Speak slowly. Feel free to read from the notes, add your own personal flair, and engage your audience however you like!
7. **The Discussion.** When your presentation is finished, your audience will probably want to ask questions or talk about what they learned. This discussion will likely develop naturally. But if questions come up that no one in the group can answer, direct your guests to WVE's website or have them email us!
8. **Start Making Change.** Have WVE's website available on your computer for your guests to take action and sign up for WVE's Action Network before they leave.
9. **Follow Up.** Let us know how your presentation went! Do you have ways for us to improve it, additions, etc.? Did you take photos you want to send us? Email Cassidy at cassidy@womensvoices.org.
10. **Have Fun!**