

## Presentation Overview

Date of presentation: \_\_\_\_\_

Setup time: \_\_\_\_\_

Beginning time: \_\_\_\_\_

Ending time: \_\_\_\_\_

Location: \_\_\_\_\_

Contact person: \_\_\_\_\_

Number of people expected:  
\_\_\_\_\_

Age group: \_\_\_\_\_

Topic: \_\_\_\_\_

Special needs of audience:  
\_\_\_\_\_  
\_\_\_\_\_

Setting (e.g., classroom, auditorium, meeting room, etc.):  
\_\_\_\_\_

Seating arrangement (e.g., fixed desks, movable desks, tables and chairs, floor, etc.):  
\_\_\_\_\_

Equipment (e.g., chalkboard, flip chart, easels, microphone, projector, screen, video player and monitor, electrical outlets, etc.):  
\_\_\_\_\_  
\_\_\_\_\_