

FIVE TIPS FOR AN EFFECTIVE PRESENTATION

- TIP 1:** Time has been scheduled, so plan to arrive at least ten minutes early. Make sure your presentation is within the allotted time.
- TIP 2:** Follow the Presentation Pointers guideline to deliver an attractive, well prepared presentation:
- Use 3X5 cards for the information
 - Bring a copy of the full proposal and budget
 - Use supportive materials
- TIP 3:** Make a good first impression
- Smile
 - Introduce yourself
 - Tell what project you are representing
- TIP 4:** Make a lasting impression. For example, leave or send a thank-you note.
- TIP 5:** Practice!!!
- Practice before a mirror
 - Practice before a friend
 - Practice before your group

PRESENTATION POINTERS

When presenting your project to the YAR Advisory Board, you may choose to use the following outline:

1. GOAL OF THE PROJECT:

Our goal is

2. THE PROJECT WILL BENEFIT:

A. The community by

B. Youth by

3. What you have done to help plan this project:

- Helped research the proposal
- Helped write the proposal
- Planned the project's activities
- Figured the cost of items and completed the budget

4. IN CONCLUSION:

One GOOD reason for funding this project is

5. THANK YOU FOR YOUR TIME AND ATTENTION!