

Nevada FCCLA Worksheet for Putting on a Workshop if State Officer is Presenting

1. Determine the purpose of the workshop.

2. Create a catchy title for the workshop

3. Determine information to cover

4. Create an outline

5. Review outline with your adviser.

6. Determine Handout needs

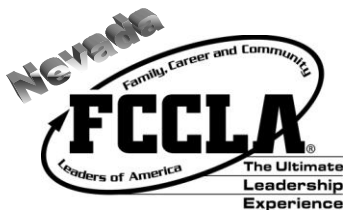
7. Circle Audio/Visual needs:
Laptop, LCD projector, Screen, Overhead projector, Easel, T.V. Monitor, VHS/DVD
player, iPod, other _____

8. Determine meeting space and room set-up. _____

9. Consult adviser for how to set-up your workshop room.

10. Arrange for the set-up of workshop room at least 30 minutes prior to the beginning of the
first workshop. Who will be setting up the room? _____

11. Who will you turn to for help if you have trouble setting up? _____
What is their cell phone number? _____



Nevada FCCLA Worksheet for Putting on a Workshop if State Officer is Bringing in a Presenter

1. Determine the purpose of the workshop.

2. Request, suggest or create a catchy title for the workshop.

3. Determine information to cover

4. Determine date, time and place for the workshop.

Date: _____

Time: _____

Place: Address _____ Room Name/Number _____

5. Adult contact information for presenter to confirm your needs;

Adult's Name _____

Adult's Address _____

Adult's Phone _____ Adult fax _____

Adult's E-mail Address _____

6. Determine who can put the workshop on for you.

First Choice Name _____ Company _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-mail _____

Second Choice Name _____ Company _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-mail _____

Third Choice Name _____ Company _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-mail _____

7. Review your plan with your adviser.

8. Determine Handout needs

9. Circle Audio/Visual needs:
Laptop, LCD projector, Screen, Overhead projector, Easel, T.V. Monitor, VHS/DVD
player, iPod, other _____
10. Determine meeting space and room set-up. _____
11. Consult adviser for how to set-up your workshop room.
12. Arrange for the set-up of workshop room at least 30 minutes prior to the beginning of the
first workshop. Who will be setting up the room? _____
13. Who will you turn to for help if you have trouble setting up? _____
What is their cell phone number? _____
14. Confirm workshop presentation with the presenter.
- One month before
 - and one week before
 - and the day before



Nevada FCCLA Worksheet for Getting a Presenter

1. Determine the purpose of the presentation.
 Color Guard
 Welcome to the City, Conference

2. Determine information to cover.

3. Determine who can be the presenter for you.

First Choice Name _____ Company _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Fax _____ E-mail _____

Second Choice Name _____ Company _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Fax _____ E-mail _____

Third Choice Name _____ Company _____
 Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Fax _____ E-mail _____

4. Review your plan with your adviser.

5. Provide the presenter with the National FCCLA Information Sheet, look in your briefcase for a copy. Make a copy to give out.

6. Circle Audio/Visual needs:
 Laptop, LCD projector, Screen, Overhead projector, Easel, T.V. Monitor, VHS/DVD player, iPod, other _____

7. Determine meeting space and room set-up. _____

8. Consult adviser for how to set-up for your presenter.

9. Arrange for the set-up for presenter at least 30 minutes prior to their presentation.
 Who will be setting up the room? _____

10. Who will you turn to for help if you have trouble setting up? _____
 What is their cell phone number? _____