1) Speaking Opportunity: ________________________________________________

2) Date and Location: ________________________________

3) Total time allocated: ________________

4) To whom am I speaking? (1-2 sentences)
   a) Audience’s Profession(s)
   b) Approximate age range of audience
   c) Consider time of day that you are presenting your story (ie. Is it during their lunch break, during a weekly staff meeting in the morning? etc.)?

5) Are you speaking with a Donor Alliance staff member? YES or NO
   If yes, who? ____________________________________________

6) What is the intent of the presentation (ie. What do you need to accomplish in sharing your story?)

7) At what point in the overall presentation will you share your story?

8) Do you need visual aids or presentation tools (ie. Power Point, video, etc.)?

9) Do you want visual aids?

10) If you do have visual aids, what equipment will be available for you to use (ie. Beginning, middle, end)?

11) What do you want to persuade this audience to DO (ie. What is the CALL TO ACTION that is APPROPRIATE for this audience)?