



## Speaking Opportunity Preparation Worksheet

- 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)?