**Presentations Campaign Documentation Worksheet**

This Worksheet will help you keep track of the actions you’ve taken during Phase 4.

* Count who attends the presentation and whether they are a student or community member
* If you are presenting to an organization or company, ask if they can share a list of the attendees with you after the event to help with your tracking.
* If you are presenting to too many people to count, then congratulations! Estimate how many people are in a crowd by counting how many people are in three rows spread throughout the crowd, average that number and then multiply by the number of rows of people. You can ask your Advisor for help if you know you’ll be speaking to a large crowd.

\*Note: If you are giving more than one presentation to the same audience, make sure you only count each attendee **once.** For example, if you give two presentations to the same 35 classmates, your total student reach will be 35 (not 70).

**Record Your Presentation:** If you can, record your presentation! You can then send it to us in Phase 5.

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| **Actions Taken** |
| Total number of times your team gave presentations | *Example: We presented 3 times via zoom* |
| Presentation Information |
| Who was your presentation audience? | How many people attended? |
| *Example: Gog Chamber of Commerce* | *Example: 20* |
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|  |  |
|  |  |

(Add more rows if needed)

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| **Audience Members Reached** |
|  | # Community Members Reached | # Students Reached |
| Total number of people that attended all presentations |  |  |