

Checklist for WISE Basics Presentations

Before the presentation date:

Ask contact for an estimated audience size. Bring to your presentation:

1. Pre/post surveys (the estimate +10 extra copies)
2. Pre-presentation sign-in sheets (12 sign-in slots on each sheet)

(These things can be found in the folder titled WISE Basics in the WISE dropbox account. Please see the dropbox photo tutorial if you have questions.)

Ask the contact if there is: 1. Internet access and 2. A computer connected to a projector (with speakers if using video). If they do not have internet access, you will need to make sure you have WISE Basics loaded onto your laptop or a flashdrive, and you will need to download whatever video story you plan to share to your computer or flashdrive as well. If they do not have a computer, you will need to bring your own laptop to use, or if you do not have one, reach out to other WISE members.

Find someone from the Storyteller Bureau who fits the audience demographic and is able to co-present to share their story. If no one from the Storyteller Bureau is available or is appropriate for the audience demographic, then choose an appropriate video story of recovery from <http://www.rogersinhealth.org>.

When you arrive at the presentation:

Arrive at least 15 minutes early to set up your laptop or get the presentation loaded from your flashdrive onto the computer. If you are using a video story, load the Rogers InHealth page.

Before you begin presenting, send around the pre-presentation sign-in sheet that asks audience members to identify their county, as well as to check off which audience categories they belong to.

Ask the contact what time frame you have to present within if they have not already told you.

After Presenting WISE Basics:

As the discussion is winding down, pass around the post surveys. Leave some time at the end for people to complete their surveys if they haven't done so already.

At the end of the presentation, let participants know that, if they are interested in getting more information about or getting involved in WISE, they can connect through this email:

inhealth@rogershospital.org. (Write it on a viewable surface or read out loud for copying.)

Before you leave! ***VERY IMPORTANT*** Collect all the post surveys, as well as the pre-presentation sign-in sheets. Include a cover sheet with your name, the location of the presentation, name of the organization and the number attending. *Keep them in a very safe place until the next WISE meeting, or other time you will see one of the WISE staff or email WISE staff to get the best mailing address to mail them.*