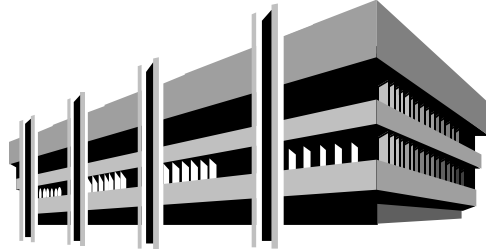


Selecting a Facility

- ✓ Convenient location
- ✓ Adequate parking
- ✓ Appropriate room
- ✓ Necessary audiovisual equipment
- ✓ Room availability
- ✓ Handicapped accessible

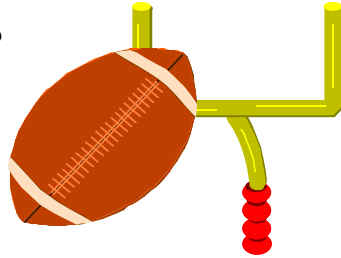


August 1996

Seven - 1

Scheduling the Program

- ✓ Is school in session on that date?
- ✓ Does the date conflict with any holidays?
- ✓ What school sporting events or other extracurricular events are being held that day?
- ✓ Are there any major community-wide events occurring on the date?
- ✓ Is the date far enough in advance that you have time to publicize the program?

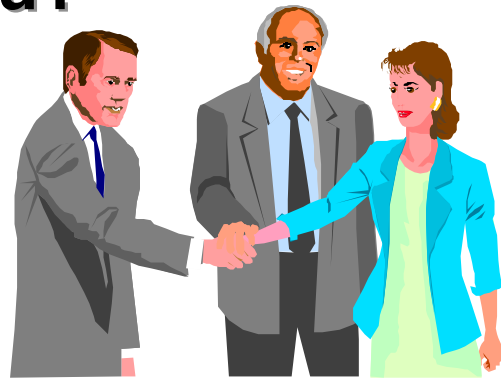


August 1996

Seven - 2

Choosing the Presenter

What about you?



You can be the presenter!



August 1996

Seven - 3

Publicizing Your Program

- ✓ Articles and/or advertisements in the local newspapers
- ✓ Flyers and/or posters in your school and within the community
- ✓ Announcements on the school's public address system
- ✓ Articles and advertisements in the school newspaper
- ✓ Notice in the school's parent or PTSA newsletter
- ✓ Announcement or direct mailing to parents



August 1996

Seven - 4