

Career Volunteer Form 1.1 Presenter Guidelines

1. Upon arrival, please enter the building and check in at the main office to receive a Guest Pass. A representative will greet you and accompany you to the presentation room.
2. Make any requests for special needs (i.e. tables, podiums, technology) ahead of time so that your room is equipped with everything you need.
3. Props and handouts are always encouraged to help students understand your presentation. The school can create copies of handouts if they are sent ahead of time.
4. Presentations can last any amount of time, but most should last about 10-20 minutes so that students will have a chance to ask questions at the end.
5. When the presentation is complete, please return the Guest Pass to the main office. Thank you for a job well done!