



IVP Presentation Checklist

BEFORE THE PRESENTATION

- Select a local member(s) to organize the presentation
- Select 1-2 IVP Presenters
 - Suggested speakers: prominent local attorney(s), judge(s), member(s)
(attorneys or judges with a basic understanding of courts and judges)
- Train Presenters:
 - Read Informed Voters Project Messaging Guide for presenters
 - Live trainings. Email info@ivp.nawj.org
- Select a date and an audience and/or venue
 - Suggested audiences/venues: colleges, civics groups, non-profits, libraries
 - Suggested dates: Anytime!
 - Law Week (April/May) & Constitution Day (September 17)
- Confirm date and time with the audience, venue, and presenters
 - Confirm that the venue has a screen and projector available for use
 - Confirm if the venue has capabilities to play audio for the IVP PSA
- If appropriate, send press releases to local media outlets, invite the media to attend and advertise the event to local community contacts via email and social media
- Print handouts and Evaluation Forms in advance (Publicity Release, if appropriate)
- Presentation
 - IVP Powerpoint (including screen, projector, laptop, PowerPoint file)
 - Take photos (audience, presenters)

AFTER THE PRESENTATION

- Send post-event press release to local media outlets and publicize on social media
- Submit write-up about the event and photos to info@ivp.nawj.org
- Submit evaluation forms to info@ivp.nawj.org
- Presenters may be eligible for CLE credit. Contact your state bar.

- Presenters may be eligible to receive 1 ethics CLE credit per presentation (up to three credits per reporting period).
- Email completed form to info@ivp.nawj.org