

INSTRUCTIONS FOR PREPARING YOUR PRESENTATION

Presentation Materials Folder: Printing Instructions

All of the documents in this folder will need to be printed as described below.

Photos (1 pg., you may not want to print this.)

This will give you an idea of what the presentation looks like if you haven't seen it.

Layout Chart of Presentation (2 pgs., white)

This will give you the order of the Key Points in each column, which you may feel free to reorder. Note: Some Key Points May be different from wall charts. The Key Points wall charts are the most current.

Script for Introduction (white/3 pgs.)

This is a suggested script for the opening to get the audience prepared for what they are going to hear. Feel free to change this in any way that works for you.

Scientists' Warning to Humanity (white/1 pg.) This is part of the Opening. I just read the one sentence warning in the second column.

Key Points & Headings for Wall: (colored paper, at least 5-6 different colors—see photo))

- These are the Key Points for the presentation that are to be printed on colored paper, a ***different color for each column***. Columns are defined by the bordered title cards. You can refer to the photo to see the colors we've used, although you can certainly use any colors you wish. Just make sure that the color is not too dark; you want them to be easily read. If you don't have a lot of colored paper, you can usually buy it by the sheet at any copy place.
- The last pages in the file are the title cards: THE CLIMATE CRISIS and the sub-headings for the 3 sections, plus a suggested question for the brainstorm at the end. The type is offset so they print on 2-3 pages, which you tape together. This makes the heading length longer, which looks better.

Introductory Remarks for Each Column (6 pgs., white paper)

These are opening or transitional statements for each column. You may not need them, but I have mine inserted at the front of each set of Key Points. It's just one page for each column.

Reflective Conversations for Each Section (4 pgs., white paper)

These are the questions to ask the group at the end of each of the three sections. They are intended to help the group process the information. The conversations are based on the ToP Focused Conversation method. If you are not familiar with that, just ask the questions in order, allowing for just a few responses to each. You will see that they go from questions with quick, easy answers to those requiring a little more thought.

Explanations for Key Points: (white)

This is like a script for the presentation. It includes additional information and examples for each Key Point. You can decide for yourself how much of it you want to use.

Handout of Possible Responses/Resources (white/back to back)

This is a two-sided handout that is distributed at the end of the presentation. You will need one copy per person. The Resources need to be tailored to your geographic area.

Handout of What We Can Do

This is a list of things individuals can do so the discussion at the end can be more about the community.

Additional Materials Folder

These are a few items that you may or may not want to use for your presentations:

- Sign Up Sheet for Participants
- Sample Invitation to Climate Adaptation Circle (if you decide to do one)
- Time Sheet for Presentation (I found it helpful in the beginning to have someone time each section to help me manage the time better.)

Sticky Wall Preparation

Buy 2 plastic tablecloths from somewhere like Smart & Final and a can of spray glue, **repositionable**, from someplace like Michaels. Note the emphasis on *repositionable*; that's what allows you to move things around. Before the event, prepare the sticky wall:

- Spray one side of the tablecloths with the glue. Note that one side of the tablecloth is shiny and the other dull. We usually spray the shiny side. You will want to do this outside on a non-windy day. It works to hang it over a clothes line or a fence or even lay it on the sidewalk. Or you can tape it to a wall. Just be aware that the spray will make the floor below a little sticky.
- Then fold them back up as they were originally folded, with the sticky sides inside so they don't pick up lint. You will be able to easily pull them apart. Folding is best done with two people. *Note: I use my tablecloth sticky walls several times by folding them carefully at the end of the event.*

Set-Up On Site

The room set up is simple. Put a 6 or 8 foot table in front of the wall where you will put up the sticky wall. On the table, organize your materials so you can put the key points up quickly. I usually fan the pages for each column with the Introductory Remarks page on top of each

column and the conversation questions inserted at the end of each section. Chairs can be set up theater style. Just make sure the Key Points can be easily seen from the back row.

Sticky Wall

- At your presentation site, have someone help you put up the sticky wall. You will need masking tape. Start with one tablecloth, putting the first corner up as high as you can reach and attaching it with a piece of tape across the corner diagonally. Then attach the other corner, making sure, with the help of your partner, that it is straight.
- The second tablecloth should overlap the first so you are using approximately half of it. Put up in a similar way. Then add more tape across the top, sides and bottom.

Presentation Headings

- The Title Cards and Headings (colored bordered sheets) for the presentation should be put up before the group arrives. Check out the photo and follow the order shown. Put up the Title and Subheadings first. You'll need a chair to get them up high enough. Then put up the column Headings. Make sure to have the right amount of space for each section. That is easily done by taping together a couple of blank sheets to measure the space needed under each Heading and moving them as you place the heading titles. Be sure to leave at least 6 inches between sections.

Action Table

For sign up sheets and/or other handout information.

Other Materials Needed

- Copies of handouts, *What Now: Possible Responses and What You Can Do* on table
- Half sheets of whatever color you use use for *What Can We Do* section so you can write ideas from the audience
- Marking pen/wide tip to write audience ideas in last column or enough for participants to write their own.
- Masking tape
- Sign in sheet if you want to collect names