

Name of Recruiter:

Date of Presentation:

Position(s) Available:

Audience:

Amount of Time for Presentation:

Demographics of target audience: <i>(Age, gender, race/ethnicity, professional goals, socioeconomic status, religion, etc.)</i>	
Audience experience with volunteering: <i>(Are they currently volunteering? If not, why not? If so, where?)</i>	
Motivating factors of audience: <i>(Make a difference, use a talent, networking/professional development, express faith, meet people, personal growth, balanced life, give back, etc.)</i>	
Context of presentation: <i>(What were the factors that led to this presentation? What does the audience expect? What else is happening?)</i>	
Resources available: <i>(Will you have technology? What giveaways could you provide?)</i>	
Room set up: <i>(What is the arrangement of the space? Can/should you change it?)</i>	