

Title of Presentation: \_\_\_\_\_ Presentation Date: \_\_\_\_\_

Prep time: \_\_\_\_\_(hours)

Teaching time: \_\_\_\_\_(hours)

## TASKS BEFORE PRESENTATION STARTS

(1) Assign roles to fellow Master Gardener aides & shadows:

NAME	ROLE
	Launch polls
	Let new attendees into Zoom presentation
	Keep track of highest number of attendees
	Post link to class notes, et. al.

(2) Let helpers know how you want to answer questions, when to launch polls, etc.

(3) Remind aides that those entering late will need links to notes again.

## TASKS DURING PRESENTATION

(1) Introduce yourself and your fellow Master Gardener.

(2) Explain parameters:

- ask questions in chat since there are many slides to get through
- wait to see if questions are answered
- time for questions at the end

(3) At the end, make sure:

- the links are posted into chat again
- attendees know that they can download chat contents
- **thank everyone for joining**

## TASKS AFTERWARD

(1) Check-in with aides about number of attendees

(2) Ask fellow Master Gardeners if they have any feedback for you or for Brianna about this event

(3) Enter hours into the MGWeb database

**NOTES:**