



# TIPS FOR MAKING CLASSROOM PRESENTATIONS

## SCHOOL POLICIES

- Ask if there is visitor's parking and which entrance to enter. Usually they will have you park near the door closest to the school office.
- Find out what the visitor's policy is at the school. Most schools require that visitors register in the office and wear some type of identification.
- Discuss school policy with the teacher if you want to bring animals or larger equipment in for the students to see.
- If you are going to take pictures and use them in newsletters or other places, check to see if a Release Form or Permission Form needs to be signed.

## CLASSROOM PRESENTATIONS

- If you need audio-visual equipment or have other set-up needs, be sure to arrange the details with the teacher ahead of time.
- If you have a lot of items to bring in and have a cart, ask which floor the classroom is on and if there is an elevator!
- Find out the number of students so that you have adequate handouts or supplies.
- Ask the teacher to have nametags for students or provide them yourself.
- If you are bringing in food, check with the teacher about any food allergies that students may have. Bring an alternative snack for them.
- Check with the teacher about any allergies to animals (dander, hair, fur) or grains.
- Present a good image of your fair association. Dress casually but be clean, neat and well-groomed.
- Write down your agenda of what you want to cover. It helps keep you on track. Make yourself notes as to the amount of time for each part of your presentation. Be aware of the time frame the teacher gave you- they have many things scheduled in a day so it's important not to abuse the time limit.
- Kids love to ask questions or tell about their experiences. That is great – but it is easy to get distracted. If the student poses a tricky question or sticky situation, provide a factual response and avoid direct confrontation. People today have less interaction to production agriculture and some parents may “feed” questions to their child to ask you (i.e. Animal welfare, BST, dehorning, tail docking, and GMO crops) - explain your farm practices but use judgment in the amount of detail you give.
- Bring along pictures or slides of your fair, samples of “give-aways” from the previous year, examples of projects that members exhibited, or other “hands-on” items.