

***Presentation Report Form***

1. Name:  
\_\_\_\_\_
  
2. Team:  
\_\_\_\_\_
  
3. Where did you do your presentation? \_\_\_\_\_
  
4. How many people attended the presentation? \_\_\_\_\_
  
5. Did you do the presentation with someone else?  
\_\_\_\_\_ Yes                      \_\_\_\_\_ No
  
- a. If yes, with whom did you do it?  
\_\_\_\_\_
  
6. What kinds of materials did you use in your presentation? (Check all that apply.)  
\_\_\_\_\_ video                      \_\_\_\_\_ brochures                      \_\_\_\_\_ posters  
\_\_\_\_\_ banners                      \_\_\_\_\_ business cards                      \_\_\_\_\_ other (please describe)
  
7. How many new athletes or volunteers did you recruit for Special Olympics as a result of these presentations? \_\_\_\_\_ Athletes                      \_\_\_\_\_ Volunteers
  
8. What will happen because you gave this speech?  
\_\_\_\_\_  
\_\_\_\_\_
  
9. What other kinds of recruitment activities have you used to involve new people in Special Olympics? (Check all that apply.)  
\_\_\_\_\_ talked to friends                      \_\_\_\_\_ gave a radio/TV interview  
\_\_\_\_\_ newspaper article                      \_\_\_\_\_ other (please describe)
  
10. Do you have any question or concerns about your job as a Global Messenger?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please send report after each formal presentation to: Shanna Endow at [sendow@idso.org](mailto:sendow@idso.org), fax 208-323-0486 or Special Olympics Idaho 405 S. 8<sup>th</sup> St., Suite 201 Boise, ID 83702*

## *Speech Presentation Evaluation*

(1 = Poor; 3 = Good; 5 = Excellent)

### **Good Posture walking to podium**

1                      2                      3                      4                      5

### **Dressed appropriately**

1                      2                      3                      4                      5

### **Clean**

1                      2                      3                      4                      5

### **Smiles**

1                      2                      3                      4                      5

### **Speaks clearly**

1                      2                      3                      4                      5

### **Looks at audience**

1                      2                      3                      4                      5

### **Appropriate hand movements**

1                      2                      3                      4                      5

### **Is prepared**

1                      2                      3                      4                      5

### **Good Posture during speech**

1                      2                      3                      4                      5

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