



# CHECKLIST FOR ORGANIZATIONS USING ATHLETE PRESENTERS

The concept behind the Athlete Presenter's Checklist is to ensure both athletes and organizations are aware of roles, responsibilities and expectations when utilizing athletes as presenters at events.

## ORGANIZATION'S CHECKLIST:

### General Information





- What the event is covering
- When the event will take place
- Who the event audience is
- Where the event will take place

### Specific Information

- What you would like the athlete to cover
- What the intended theme of the presentation is
- The time the athlete needs to arrive at the venue
- The time the athlete will be able to leave the event
- When in the program the athlete presents
- The length of time the athlete is expected to present
- What type of venue the athlete will present in
- What type of audiovisual/sound equipment is available
- What sponsor and/or media will be involved in the event
- What is the appropriate dress for the presentation
- Is there an honorarium or travel reimbursement involved
- Who is the appropriate contact person for the athlete

## TIPS FOR ORGANIZATIONS:

All though this seems to be a large list, the better information an organization provides an athlete, the better prepared the athlete can be to deliver an excellent presentation.

-  Email or mail your athlete presenter a copy of the general information regarding the presentation or event. It is vital that the athlete has a hard copy of the essential information that they can refer back to.
-  The more specific details can best be discussed directly with an athlete. This way both parties can ask specific questions and ensure the presentation is tailored to both the needs of the organization and the athlete.
-  Communication of both the athlete and the organization expectations are vital.
-  Confirm with the athlete three to four days before the presentation or event.

For more information contact BC Athlete Voice at [info@bcathletevoice.ca](mailto:info@bcathletevoice.ca)