

Presentation on the WIC Program to the Community Network Agency - Worksheet

Introduction:

1. Make initial contact with a staff member identified as a “contact” in the organization.
2. Introduce yourself as a WIC Program employee, mention your title and agency.
3. Offer to visit their office to discuss WIC and the benefits that WIC can provide to their clients.
4. Establish a date and time for the presentation based on staff meetings, board meetings, etc.
5. DATE AND TIME OF THE PRESENTATION: _____

Information Needed for the Presentation:

1. Target audience: _____
2. Contact person: _____
3. Phone number: _____
4. Address: _____
5. Topic to be presented: _____
6. Materials to be used: _____
7. Number attending: _____
8. Availability of audiovisuals at the site: _____
9. Confirmation letter sent: _____
10. Staff assigned to presentation: _____

Preparing for the Presentation:

1. Gather materials.
2. Collect local statistics.
3. Organize audiovisuals to be used in the presentation.
4. Call the day before the scheduled presentation to confirm the time and location.

Following the Presentation:

1. Send a thank you letter.
2. Contact the agency every 3 - 6 months to inquire about the need for additional materials.
3. Total number in attendance: _____