



Student Audience

Setting:

Conference room or class room large enough to accommodate audience

Equipment Needed:

One DVR and two monitors, Infocus projector, laptop and screen,
podium and microphone - if room dictates

Sequence of Events:

The appropriate person representing the host school could make opening remarks of welcome. That person would then introduce the first presenter.

- I. Opening remarks
- II. Introduction of SkillsUSA representatives
- III. Main presentation (given by State SkillsUSA Director)
- IV. Business & Industry remarks
- V. Question and answer session

Time Estimate:

Presentation and question and answer session will last approximately 1 to 1 1/2 hours.

Teacher Audience

Setting:

Conference room/meeting room large enough to hold faculty. Room must have audiovisual capabilities.

Equipment Needed:

Infocus projector, laptop and screen
DVR and monitor
Podium and microphone

Sequence of Events:

SkillsUSA staff and presenters will attempt to arrive at least 30 minutes early to have time to set up. The appropriate person representing the host school could make opening remarks of welcome. That person would then introduce the first presenter.

- I. Opening remarks
- II. Introduction of SkillsUSA representatives
- III. Main presentation (given by teacher representative and/State SkillsUSA Director)
- IV. Business & Industry
- V. State Officer remarks
- VI. Closing
- VII. Question and answer session

Time Estimate:

Presentation and question and answer session will last approximately one hour.

Note: Ideally, this presentation should be held before school or after school. It can be held concurrently with the student presentation.