

100+ WOMEN WHO CARE CHARLOTTESVILLE



Presentation Guidelines

Presentations should be simple and not overly formal. Below is a list of things that you should be prepared to talk about, but note that you will have only 5 minutes to cover them:

1. What is the name of the organization?
2. Where is it located? Does it strictly serve the local area?
3. Are they a recognized 501(c)(3)?
4. What is your relationship to the organization?
5. What is their mission?
6. How does the organization benefit the local community? (Who? What do they do? How do they do it?)
7. How would they and the community benefit from receiving the donation? How will the funds be used?
8. Who is responsible for discharging funds?
9. What are their administrative fees? (Note: They should not have any!)