



Thank you for inviting Joel to your event!

Joel wants to help you get the most out of your time together.

These recommendations will help everyone have a great experience.

Confirming the Presentation Details:

Joel will usually try to get in touch by phone about two weeks before the presentation. However, he's often on the road, so if you haven't heard from him, give him a call at 1-877-487-5635. He will get back to you to confirm the start time, location & details.

Educating while entertaining is a bit of a game.

Here's the strategy - **do's** and **don'ts** to ensure it's well-received!
Compiled from lots of less-than-perfect experiences.

Before:

Do: Make sure you've got a comfortable location for students (consider bringing chairs instead of sitting on the floor).

Do: Ask Joel questions if you aren't sure of something. Each presentation is unique, and Joel can help with details.

Do: Be excited about Joel coming. Talk up the presentation amongst both students AND STAFF. - Refer to it as a "Special Presentation" or a "Guest Speaker". Positive yet non-specific lines will help set it up positively but without expectations: "It will be great!" "I'm sure you'll like it." "The guest speaker is fantastic."

Don't: Use words like "character education" or "motivational speaker" to describe it - students may judge it before it starts.

During:

Do: Have an administrator/teacher appear on stage to start the assembly/event to introduce Joel or the student introducer. This will establish order and bolster the importance of the presentation.

Don't: Go on too long about about expectations or use threats to kick people out. Instead, stay brief and positive. A simple "I know you'll give him your best attention" would be perfect.

Do: Let Joel set the tone of participation & behaviour. Give the students the benefit of the doubt that they'll come around.

Do: Instruct staff to use their good judgment if there are emergencies or extreme behaviour issues during the presentation. They can help set the tone for participation and expected behaviour. Sometimes teacher intervention can help Joel continue without breaking the flow of the presentation.

After:

Do: Coach teachers to refer back to the presentation. Make connections back to Joel's examples and stories. You can keep the positive energy alive at your school, but not without effort!

Do: Encourage students to sign up for Joel's monthly e-mail newsletter with stories and tips on success and leadership.

Your Checklist:

- ◇ Microphone for person to introduce Joel
- ◇ XLR cable (3 prong microphone cable)
- ◇ PA system
- ◇ Working LCD projector
- ◇ VGA cable (computer to projector)
- ◇ Projection surface for PowerPoint - large screen, wall
- ◇ Good lighting (dark to see PowerPoint, bright for Joel)
- ◇ 2 Small tables/desks (mime cubes work great)
- ◇ Power bar
- ◇ Extension cord
- ◇ Duct tape - just in case
- ◇ 1/8" stereo jack cable to PA system (if possible)

The People You Need to Provide:

- ◇ Technical assistant - available during the presentation & 30-60 minutes before the start time for tech check
- ◇ A person to introduce, equipped with Joel's intro
- ◇ Lighting technician (if possible)
- ◇ Videographer/photographer (if possible) Or two? Capture the presentation and the reactions!

Joel Will Bring:

- ◇ Laptop with PowerPoint presentation
- ◇ Wireless headset microphone
- ◇ All props needed on stage (mousetraps, etc.)

A note on gifts: Some schools choose to present Joel with a small gift at the conclusion of his presentation. **Please know that this is not at all expected.** Should you choose to give, Joel would urge you to consider a sustainable / green / socially responsible gift. There are many people in this world in need, and Joel would be honoured to know that you've considered them by buying fair trade, ethically sourced, and/or locally produced. Alternatively, consider making a small donation to your school's favourite charity. Some schools have used the opportunity to build global awareness while modelling socially conscious behaviour for their students - a FANTASTIC gift!



For more information, contact:

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International Federation For Professional Speakers