

Project Outline

Act One: Introduction

Opener or attention-grabbing element

Explain the importance of the topic

Relate the topic to the audience

Presentation preview of the following points

Act Two: First point

This needs to be the big reason why your project exists.

Supporting material

Act Three: Second point *(if there is one)*

Some sort of extra benefit that is not obvious.

People love that, it is like getting something for free.

Supporting material

Epilogue: Conclusion

Summarize everything you said quickly and succinctly

Review the main points

Remind them why it is so awesome

Questions from the audience

Call to action (super important) or powerful final thought

Human Resources

Master of Ceremonies (MC or emcee)

This person is the main speaker, they introduce the next speakers, take questions, set up the storyline and end the presentation with the final notes.

Actors

When we do a skit or a sketch to illustrate our idea we will need actors.

Stage Producer

This person makes sure that everyone and everything is ready to go and in the right place.

Stage Technician

They bring in props, back drops, anything needed to put on presentation.