

**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: \_\_\_\_\_