

Presenters Checklist

Scheduling Your Event

Events will be scheduled in two ways: 1) a group calls the County office to request a presentation or field walk, and staff ask volunteers if they can do it, or 2) volunteers schedule talks or walks with groups or clubs they have a connection to, and the volunteer sets up the event. Either way, here's the process:

- Determine event location and several possible dates with your target group
- Check website Presentation Calendar (www.extension.unh.edu/Speaking-Wildlife/Speaking-Wildlife-Resources) to make sure there aren't overlapping events going on (there is 1 kit per county). Calendars are color-coded by county (see the down arrow in upper right hand corner).
- Call or email your County Forester to book the date. They will post your event on the online calendar. For a field walk, you will also need to schedule a pre-walk site visit with the County Forester at your field site. See the **List of County Foresters & Contact Information**.
- For general questions about Speaking for Wildlife materials or trainings, contact Haley Andreozzi, 603-862-5327 or email at haley.andreozzi@unh.edu



Before Your Event

- Think carefully about your audience. How much do they know already? You may need to tailor the tone of your talk to your group. The most important goal of your talk is to *raise awareness*. All the information in the world won't matter to people who don't know there are any issues related to wildlife in NH.
- Do you want to work with another volunteer? If so, contact your partner early on.
- Adapt the appropriate flyer for your presentation, to use as marketing for your program (posted on the SFW website). Use MS Word to adapt the flyer on your computer or ask the County Forester for help.
- Adapt the appropriate sample press release for your presentation (posted on the SFW website), adding the details for your location and date. Use MS Word to adapt the text on your computer or ask the County Forester for help.
- If this is a program that is open to the public (not for an already existing group), work with your County Forester to get the word out:
 - Email (or mail) the press release to your local papers and radio stations
 - Post flyers at locations around the town
 - Email the press release and/or the flyer to friends, local officials, your town office and your library and ask people to spread the word (email is a great tool for this). Keep in mind that many email users are suspicious of attachments. Include the text of the press release in the body of the email so people don't have to open the attachment. Use .pdf format instead of a Word document whenever possible (your County Forester can help with this).
- Keep in mind that all UNH Cooperative Extension programs are available to all people, regardless of race, color, religion, sex, national origin, age, veteran's status, gender identity or expression, sexual orientation, marital status, or disability. Regarding disabilities, think about access to your program (is it handicap accessible?). If you know about a participant's issues ahead of time, contact the appropriate County Forester for help adapting or adjusting your program or field walk to accommodate all participants.

- A day or two before your walk, pick up the SFW kit from County Extension offices:
 - Speaking for Wildlife Vest
 - Presentation equipment: laptop, LCD projector, extension cords
 - Box of Forestry & Wildlife pencils (sharpened)
 - Enough Evaluation Forms for all of your participants
 - Laminated arrow signs & masking tape
 - Copies of accident reporting forms
 - Habitat map of each county & Wildlife Action Plan posters, laminated
 - Copy of "New England Wildlife" book & other guides as desired
 - A selection of handouts, see below for examples. You don't need to hand these to everyone, but have a few on hand in case someone wants more information.

[Habitat Stewardship Brochures](#) for the habitat types you will visit

[Order Form for Habitat Stewardship Brochures](#)

[More Harm Than Good: Why Not to Feed Deer](#)

[NH's Trees, Shrubs & Vines with Wildlife Value](#)

[Nuisance Wildlife in and around the Home](#)

Special Items for Field Walks

- Meet with the County Forester at your field site to plan walk.
- To plan your walk, read and follow the "Design Your Own Field Walk Guide" posted on Speaking for Wildlife website. To get ideas for your walk's theme, refer to the [Habitat Stewardship Brochures](#), especially the "Stewardship Guidelines" sections. The material contained in the brochures is the kind of information we are trying to convey:
 - Raise awareness about habitats
 - Help people identify and appreciate special habitats and features for wildlife
 - Identify threats facing wildlife (without dwelling too much on the negative)
 - Convey what they can do to help

Special Items for Indoor Presentations

- Start reviewing and practicing your presentation using the *Speaking for Wildlife* webpage, which includes a (printable) copy of the latest version of the talk. It may have changed since you gave it last, so check the site.
- Review *How to Deliver an Effective Presentation* on the Speaking for Wildlife webpage for tips on public speaking.

Day of Your Event

- Get there at least 3/4 hour early – if folks come far, they will show up early too!
- Post road signs (laminated ones are in the kit) if necessary
- Wear the UNHCE fleece vest and your Coverts nametag (if you have one)
- For walks, review checklist in *Design Your Own Field Walk Guide* from the website
- Bring first aid kit
- Bring cell phone (if you have reception)
- Bring a copy of the Accident/Injury/Incident forms (in a folder in the kit)
- Bring evaluations and box of Forestry & Wildlife Program pencils
- For field walks, always wait for the entire group to gather before you start talking

- Have a plan about what to cover, but allow for questions that open up new topics.
- Regularly ask your audience, “Are there any questions?”
- Don’t be afraid to say “I don’t know.” No expert knows everything! Use your knowledge of professionals to refer people (NH Fish & Game Region offices, County Foresters, etc.)
- Remember those key messages to deliver at some point at your event:
 - This program is part of the *Speaking for Wildlife* program. The program is coordinated by UNH Cooperative Extension and the NH Coverts Project, and has been funded by NH Fish & Game, the NH Charitable Foundation and the Davis Environmental Foundation.
 - If applicable: You are a Coverts Volunteer (or a Natural Resource Steward, Master Gardener, etc.). The Coverts Project is a UNH Cooperative Extension Program that trains volunteers and landowners to work on behalf of New Hampshire’s wildlife.
 - County foresters are available to help landowners
 - Regional Fish & Game biologists are available to answer specific questions about wildlife
 - Useful websites: NHWoods.org (UNHCE) and NHWild.com (F&G website)
- At the end of your event, hand out evaluation forms and pencils – they are easy and short, and will give people a chance to learn more through the *Taking Action for Wildlife* newsletter.

After Your Event

- Return vest, equipment, completed evaluations, and leftover handouts promptly to UNHCE County office. Other volunteers will need them.
- Within one week, complete the [Self Evaluation](#) on the [Speaking for Wildlife](#) website. This is critical! It’s how we will evaluate the success of the program and adapt the talks based on your feedback.**

Special Safety Reminders

- All SFW must sign a volunteer agreement form for your new role as a SFW presenter. This is to protect you. When you are acting in an official volunteer capacity, you are covered by UNH’s liability insurance.
- For any accidents or injuries to volunteers, participants, or audience members, there are two forms to fill out. Both are located in the folder in the kit. Notify your County Forester or other UNHCE staff as soon as possible and to get help with the forms.
- Volunteers and program participants are not covered by Workmen’s Compensation.
- All SFW volunteers must carry their own car insurance.
- When working with a school, you are there as a guest speaker, not a teacher. A teacher must be present with you at all times (this is to protect you). Avoid situations where you or any other volunteer will be alone with a child out of view of other adults.
- Never leave children unattended.
- Always carry the first aid kit on your field walk (don’t leave it in the car!)
- During hunting season, you should wear hunter orange in the field as an example for others.
- Make sure you have permission from the landowner to lead a walk (public or private land). Get that permission in writing (an email is fine).
- For field walks, stay on maintained trails. It is usually unnecessary to go off trail. Your audience will have varying abilities. Keep it short – they are there for education, not a lot of exercise.

