## How to bring your fundraising Powerpoint up to standard.

MATUL Students Supplemental Training

Please check off each of these items below when you have found out on the web how to do each one. List the Youtube video or document you looked at for each one or other way you learned. Email back to Dr Viv by April 30th

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| 1. Start with the end in mind, motivation of givers. |  |
| * 1. Which givers? |  |
| * 1. what motivation? |  |
| 1. No more than 7 slides for 10 minutes – at most 10. How many do you have? What should you delete? |  |
| 1. Start with a good template so all the text is consistent, and headngs are consistent? |  |
| 1. Learn how to get the pictures so they are not squished, squashed |  |
| 1. Learn how pictures should be lightened or darkened. |  |
| 1. Do not write everything you will say, instead put three bullet points of key ideas on each slide. The focus is your talking. The bullets are a support. |  |
| 1. Practice speaking and recording 7 times till you can present in 10 minutes that is all the time rich people will give you. |  |
| 1. Make sure all tbe boxes are aligned well and they are balanced n size |  |
| 1. If you are putting figures put them in a table |  |
| 1. Make sure each column is labelled properly in your tables |  |
| 1. Some pictures, not too many. |  |
| 1. Label your pictures. The label should contribute to the progression |  |
| 1. No pages with three paragraphs and a hundred words. That is what you will speak |  |
| 1. The focus is on you and your speech, not the Powerpont How many times did you practice in front of a mirror? |  |
| * 1. Did you practice with your eyes? |  |
| * 1. Did you practice with your hands? |  |
| * 1. Did you practice with someone in mind who would be listening? |  |
| * 1. Did you Powerpoint help you or interfere with your story?   2. How many minutes was it each time? |  |
| 1. If this s a financial presentation, not a philosophy class, so don’t give definitions and theories, focus on the business side, the nuts and bolts. In other situations you will be giving ideas, so then you can use a different style. |  |
| 1. Add some other ways each other can improve |  |
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