Planning a FireSmart™ Presentation - Considerations

Pre-Event Preparation

- ☐ Familiarize yourself with the FireSmart program and its key messaging.
- ☐ Thoroughly review the course content and materials that you are presenting.
- ☐ Confirm venue logistics, including room setup, audio-visual equipment, and seating arrangements.

Materials and Resources

- ☐ Ensure all printed materials, including participant handouts and presentation slides, are organized and ready. Order free resources here.
- ☐ Ensure you have access to the presentation on a backup device, such as a cell phone.
- ☐ Pack any necessary promotional materials or giveaways provided by FireSmart.

Presentation Tools

- ☐ Bring a laptop with a fully charged battery.
- ☐ Connect with the host to confirm the use of a projector, screen, and possibly speakers and a microphone. Check the compatibility of your laptop with the venue's audio-visual system if applicable.
- ☐ Carry a remote clicker for seamless navigation through the presentation.

Attire

- ☐ Dress professionally and in accordance with the event's formality.
- ☐ Consider wearing FireSmart-branded apparel for a more cohesive presentation.

Planning and Preparing for a Community Presentation
FireSmart, Intelli-feu and other associated Marks are trademarks of the Canadian Interagency Forest Fire Centre.   1
Updated: 01/16/2024

Communication

- ☐ Have contact information for event organizers and local authorities readily available.
- ☐ Carry a fully charged mobile phone for emergencies.

Engagement Strategies

- ☐ Plan interactive activities and discussions ([FireSmart BC Community Engagement Discussion Questions](#)) to engage participants.
- ☐ Prepare statistics or real-world examples to make the content relatable.
- ☐ Encourage questions and foster a collaborative learning environment.

Time Management

- ☐ Develop a schedule to ensure all topics are covered within the allocated time.
- ☐ Set alarms or reminders to stay on track during the presentation.

Post-Event

- ☐ Collect participant feedback for continuous improvement.
- ☐ Share relevant resources or contact information for further inquiries.
- ☐ Express gratitude to event organizers and participants.

Planning and Preparing for a Community Presentation

FireSmart, Intelli-feu and other associated Marks are trademarks of the Canadian Interagency Forest Fire Centre.   2
Updated: 01/16/2024