**ACP Speaker Presentation Guidelines and Suggestions**

Thank you for speaking to our amazing Wildcats here at the Edgar School District. Once a month we ask various individuals to present career related information to our students so they can learn more about different career paths that await them after graduation. We would love for you to share your story! Here are some important points to know:

* You will have roughly twenty-five minutes to present that will be followed by a five minute question and answer segment. (If you go over or under it is okay.)
* A computer, projector, and microphone is available for you to use.
* A Powerpoint or Google Slides presentation works best to present your information.
* We would love for you to cover the following information:
  + Your name and background
  + Job Description
  + What is the workplace like
  + Company information such as number of employees and location
  + Why you chose this job
  + What skills someone going into this line of work should have
  + Education needed for this job
  + Helpful high school courses
  + Beginning and average salary for this job
  + Related jobs
  + Short video of the occupation or your workplace

You do not have to do any of the following, but our specialty is engaging kids. So some suggestions we can give you would be:

* Interact with them! Get them on stage with you doing an activity you have to do at work or something like that.
* Do a game!
* Perhaps give out company logo prizes!
* Be creative!
* Have fun, if you do they will!

Thank you again for doing this. It is your chance to get these students excited about the work YOU do. You are a wonderful extension to our teaching. We appreciate your time.