



## **100 Women Who Care Northern Virginia Presentation Guidelines**

If the organization you nominated is selected for consideration at a meeting, you will be allotted ten total minutes to make your case (five minutes to present and five minutes to answer questions from the membership). Presentations should be simple and not overly formal – while handouts/brochure is okay, PowerPoints are not.

Be prepared to speak briefly and potentially answer a few questions from the audience about the following:

1. Name and location of the organization
2. The area/location in which the organization's services are provided
3. Who do they serve?
4. What do they do? How does this benefit the community?
5. Are they a recognized nonprofit organization/501(c)(3)?
6. What is their annual operating budget? How much per dollar goes towards administrative fees and fundraising?
7. How will our funds be used?
8. Who is responsible for the program/activity/organization that the funding will benefit?

