



RACHEL'S CHALLENGE

Orientation Preparation Guide

Rachel's
Challenge

Rachel's Challenge Orientation Preparation Guide

Thank you for selecting Rachel's Challenge to present to your students and faculty. We have created this Program Preparation Guide to assist you in preparing for your Rachel's Challenge program. We have provided specific directions and important information to ensure your event is as successful as possible while creating a sustainable positive impact on the culture of your school and community.

Pre-Event Preparation

Please review the following items as essential tasks towards a successful event.

Allow emails from addresses ending in "rachelschallenge.org" to be marked as "safe" to send and receive.

Return "Program Preparation Email" that arrives via email from our Event Manager. This email will confirm all contact information, event dates and times we have been given. If any additions or changes need to be made, please respond with the correct information.

Select program day volunteers. In addition to selecting a technical assistant, you may want to select some adult volunteers to assist the host in preparing for the program.

Technical Requirements

Please provide the following to ensure effective lighting, audio and visual components on your program day.

Presentation Venue

We recommend the presentation occur in an auditorium, not a gym. Poor acoustics and line of sight hinder the outcome of the program. If a gym is the only option, please seat the audience on one side of the room.

Technical Assistant

Please select a Technical Assistant to help the presenter set up audio, video and lighting for your program.

This person will need to meet your presenter one hour before the program to provide ample time for set-up. Please acquire the Technical Assistant's cell number for your presenter as it is crucial for them to connect.

AC Power

Please provide AC power for the presenter's computer at his/her presenting position with either an extension cord or wall outlet. It is best if the presenter's projector and computer can be on the same AC outlet at the front of the venue next to the screen.

Sound System

A sound system capable of reproducing the presenter's voice and audio from the presenter's computer is necessary for an effective presentation. If a permanent system is not installed, a portable powered speaker system is required. Computer speakers will not be adequate. Two inputs to the system are required; one for the microphone and one for the computer audio.

Handheld Wired Microphone

Our presenters prefer a wired microphone, as it is more reliable. If a wireless microphone is the only option, please make sure extra batteries are on hand.

XLR Microphone Cords (2)

Ensure the cords are long enough to reach from your sound system to the presenter's computer stand (presenter will supply stand), which will be positioned at the front of the room. Presenters will use their stand and will not need a podium.

LCD Projector, Table and VGA Cable

It is crucial to provide an LCD projector, table and VGA cable. Your presenter will provide a projector, but occasionally these devices malfunction. If you do not have access to an LCD projector, we recommend you borrow one from a neighboring school, as it is necessary for all programs. Please note: the VGA cable must reach from the presenter's computer stand on the stage to the projector's table. If you are using HDMI for the event, the venue Technical Assistant needs to supply cables to connect to the PC laptop. The Technical Assistant needs to note that the program visuals and audio are run from the PC laptop by the presenter on the stage.

Screen

We encourage the largest screen possible to ensure every participant is able to see each image. We recommend the screen be 10 by 10 feet at minimum. You may consider borrowing one from another school or business in your area.

Lighting

Lighting can be a problem in a gym. The program involves extensive video playback. Please ensure there is no direct sunlight on the screen during the presentation. It may be necessary to cover windows. If lighting is configured in zones, plan to turn off rows or zones closest to the screen. However, it is important for the presenter and audience to see one another. Please, no spotlight on the presenter.

Post-Event Feedback

Fill out the evaluation form emailed to you and tell us about your experience with the Rachel's Challenge Team and event. We value your feedback and are constantly working on improving our programs. Your input is very important to our growth as an organization.

Thank you for inviting Rachel's Challenge to your school. We sincerely hope that Rachel's Challenge can form a permanent partnership with your school in order to sustain a long-term positive impact on your campus. We have a full team of dedicated individuals available to support you before, during and after the Rachel's Challenge programs.

Remember, as Rachel Joy Scott said, "You just may start a chain reaction."

Best Regards,

Rob Unger
Chief Executive Officer