This checklist will assist you in constructing your Head Start story and guide you through the key points during the delivery of your story.

**The Structure**

1. **The Intro**
   - [ ] Salutation with smile
   - [ ] Introduction
   - [ ] Graciousness: Thank them for the conversation
   - [ ] Connection (to legislator & district)

2. **Challenges: Used specific details about...**
   - [ ] Health
   - [ ] Learning
   - [ ] Family stability

3. **Head Start Services & Culture**
   - [ ] Names of staff
   - [ ] Specific services or interventions
   - [ ] How you benefitted

4. **Results: Used details about...**
   - [ ] Health
   - [ ] Education
   - [ ] Employment
   - [ ] Significant achievements
   - [ ] Ends with a "Head Start works" statement

**The Delivery**

**Face**
- [ ] Eye contact: Looked into the camera
- [ ] Warm: Smiled often
- [ ] Balanced: Calm and collected

**Voice**
- [ ] Clear: Could hear every word
- [ ] Slow: Not rushed
- [ ] Pause: Let silence work for you

**Background**
- [ ] No excessive background noise
- [ ] Not visually distracting

**Politically appropriate: Don't discuss...**
- [ ] Candidates
- [ ] Elections
- [ ] Sensitive topics