



LGS Educating Others Tool Kit Checklist

Caregivers of people living with Lennox-Gastaut syndrome (LGS) have said that good things happen when they take the time to educate others.

When you are planning to make an educational presentation about your loved one with LGS, this 10-step checklist may help.

- ① Decide what your goals are and who you want to teach about LGS
- ② Find the appropriate organization and contact for your educational event
- ③ Obtain the best email address and phone number for the identified contact
- ④ Download and tailor the introductory email (at lgstogether.com/community/educating-others-tool-kit). Send the completed email to your contact.
- ⑤ Follow-up, as needed, with a phone call to the contact within 48 hours.
- ⑥ If your contact agrees to host the LGS educational event, discuss the logistics:
 - Best time and location
 - How the event can be promoted (eg, can the organization send out the flyer, promote on their website or social media channels, and/or print and post the flyer within their organization?)
 - Any needed audio/visual equipment (eg, laptop, projection screen/wall, microphone)
- ⑦ Complete the event flyer by inputting the agreed upon date, time, location, and your contact information if there are any questions.
- ⑧ Download the guide for creating a presentation (at lgstogether.com/community/educating-others-tool-kit):
 - Create a custom presentation about your loved one
 - Practice your PowerPoint (PPT) presentation ahead of time. The goal is to hold a 30-minute educational presentation, leaving at least 10 minutes for questions and discussion at the end
 - Save your PPT to a flash drive, and, as applicable, send to your contact a few days before the presentation (this outreach will also serve as a reminder of the event)
- ⑨ Download the LGS Infographic (at lgstogether.com/community/educating-others-tool-kit) and make copies to hand out at the event.
- ⑩ On the day of the educational event, arrive with your saved PPT and LGS Infographic handouts at least 30 minutes before your presentation to set up, check the audio/visual, and to be on hand to greet any attendees who arrive early.

Good luck, and have fun. Building a supportive LGS community is well worth the effort!