**Recruiting Presentation**

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| *Time* | *Details* |
| 1805 | YouTube Playlist: <https://youtube.com/playlist?list=PLHKgMEVX4ly7wZnRfhgmP_4NNTvQV-QKz> |
| 1835 | Quick hello / Welcome  Double check no one has done the presentation already.  ‘In Event of Emergency’  Take them all out to the road  On the Road:  Ask people where they are from, how they heard about ATC, what interests them about it.  Make a joke about the roll taking ages. Then go on to talk about how we have 100+ cadets, which means lots of friends and costs are spread over many.  Follow Cadets onto Parade Ground:  Quick history of Wigram (old airbase) and explanation of a parade ground.  Explain flights and marker positioning.  Explain W/O role -> in charge of 100+ cadets, great for CV.  Explain officers.  Talk through handing over of parade process.  Inspections   * Double check uniform is being looked after. * Making sure it fits. Joke about cadets growing lots – we loan out uniform so can easily swap if cadets grow out of it.   After W/O Takes Over Again, Head Back to LR1  Go through power point.  Get them to take a pic of the contact info slide.  Handout info packs. |
| 1920 | Cadets go out to road for activities with Recruiting NCO(s)  Parents have tea/coffee in the lounge or can watch activities or leave for a bit |
| 2000 | Ensure activities are wrapped up and send cadets home. |

**Recruiting Preparation**

* Ensure an NCO is greeting cadets at the door. If it’s their first night they go into LR1, otherwise the Lounge for period zero.
* Check with period zero NCO that they are ready.
* Setup projector for YouTube videos / Presentation in LR1.
* Ensure LR1 is set up with neat rows of chairs. Open windows / close curtains as necessary.
* Get contact form and info packs from adj. Circulate contact form as people come in. Info packs to be handed out at end of presentation.
* Check with recruiting activity NCO that they are ready for 1920.
* Get tea, coffee, sugar, cups, spoons out in the kitchen.

**Recruiting Follow-up**

* Pack up LR1 and put tea / coffee away.
* Upload roll (Training | Recruiting | 20xx | recruit roll)
* Print out roll and add to recruit roll clipboard (in adj) for period zero NCO for next week.