



Presentation Planning Checklist

Contract

- ☐ Received
- ☐ Signed and Returned (Date)

Context of Presentation

- ☐ (As applicable) How does presentation fit with theme of meeting, conference or theme of day?
- ☐ Who will introduce you? What will they say? How will they create context for your presentation?
- ☐ Others presenting? If so, their topics?

Basic Logistics

- ☐ Date, Venue
- ☐ Time to set up and check AV
- ☐ Time to arrive for presentation
- ☐ Time slot for presentation
- ☐ Timing schedule (number of minutes for presentation, time for Q & A)
- ☐ Time to leave (If a conference, appropriate to stay/not?)
- ☐ Estimate of attendance
- ☐ Availability of help to pass out paper dolls and collect feedback forms



- ☐ Speaking fee and expected receipt date (invoice needed?)

Technical Details

- ☐ Speak from personal laptop? (Note: if you have an Apple, bring your own connector cord for projector.)
- ☐ Presentation needed on a thumb drive? By email? When needed?
- ☐ Who will advance slides? Bring own remote? Provided?
- ☐ Projection screen (number and location)?
- ☐ Wireless microphone, hard-wired microphone, or lavalier?
- ☐ Podium, table -- or nothing?
- ☐ Seated or standing?
- ☐ How will audience be seated and arranged?
- ☐ Any lighting considerations (if daytime, can shades be drawn so slides will not wash out?)
- ☐ Will there be a tech person on hand? (If so, will there be time to preview slides on screen and ask for color adjustments if needed?)

Remember to Bring

- ☐ Laptop
 - ☐ Thumb drive with presentation loaded as back up
 - ☐ Connector cord, especially if Apple laptop to be used
 - ☐ Power cord
 - ☐ Slide-advance controller (optional)
 - ☐ Pointer (optional)



- ☐ Strings of paper dolls (1 for each person expected, plus about 10% more)
- ☐ Feedback forms
- ☐ Pencils, pens
- ☐ Business cards
- ☐ Bottle of water
- ☐ Breath mints
- ☐ Other