

Presentation Checklist

PRESENTATION

- Have I made the objectives of the presentation clear?
- Do I know enough about the audience?
- Am I clear on my main points?
- Have I practiced my delivery?
- Have I sought feedback about the content of the presentation?
- Have I adequately prepared opening and closing remarks?
- Am I prepared to handle difficult questions?
- Are all visuals and demo materials created?

LOGISTICS

- Have I re confirmed the availability of the room?
- Is the room large enough to accommodate the participants?
- Have I organized the room setup?
- Who is responsible for setting up the room?
- Have I requested any equipment that I need?
- Do I know who to call if I have facilities questions?
- Do I know who to call if I have technical problems?
- Are all the catering requirements taken care of?
- Is all equipment in order?
- Do I require:
 - Nametags
 - Pencils
 - Paper
 - Masking tape
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Extra flip chart paper