

Presentation Checklists

(<http://lenspeaks.freeyellow.com>)

Purpose

Use this checklist to double-check the details of your presentation visuals and audience handouts.

Project

Date

Your name

1 Did you run the spell-check one more time?

- Yes
- No

Hint: Pay particular attention to the correct spelling of proper nouns, like names and terms not included in your software program's dictionary.

2 Are you consistent in the way you used upper case text in the titles of your visuals?

- Yes
- No

Hint: If you capitalized the first letter of each word in the titles of your visuals, make you have consistently done so throughout your presentation.

3 Have you updated header and footer information on your visuals?

- Yes
- No

Do the headers and footers of your visuals contain the correct presentation title, presentation date and other pertinent information?

4 Do titles, text charts and graphics appear in the same position on each visual?

- Yes
- No

5 Have you included the correct information in the headers and footers of your audience handouts?

- Yes
- No

Do the headers or footers of your handouts have the correct page numbers? Do they contain the title and date of the presentation as well as your name or your logo?

6 Did you check to make sure that you have included the latest version of charts, graphs or illustrations created with other programs?

- Yes
- No

7 Did you create and print Speaker Notes?

- Yes
- No

Speaker notes make it easy to review your presentation on the plane and in your hotel room without handling your visuals or turning on your computer.

8 Did you double-check colors for consistency?

- Yes
- No

If you have used your software program's Color Scheme or Recolor command, the colors of imported text or graphic elements may not have been updated.

9 Is punctuation consistent throughout your presentation?

- Yes
- No

Pay particular attention to the endings of lines in bulleted and numbered lists.

10 Did you check for widows and orphans (short lines and long lines)

- Yes
- No

Hint: use your software program's Line Break command to equalize line lengths in numbered or bulleted lists to equalize line lengths, avoiding long lines followed by lines containing just one or two words.

Last-minute packing checklist

Purpose

Use this checklist the night before you leave to make sure that you've packed everything necessary for your presentation.

Project

Date

Your name

1 Presentation visuals

- Slides
- Overhead transparencies
- Electronic files
- Flip Chart
- Markers & Pens
- Latest version of presentation files loaded on notebook computer
- File back-ups (i.e. Zip Drive)

2 Audience handouts

- Yes
- No

Hint: always include more copies than you anticipate needing.

3 Speaker introduction - if applicable

- Yes
- No

Hint: If someone else is introducing you, prepare a short one-paragraph introduction that ends with "And now I'm pleased to present (your name)."

4 Audience evaluation sheets - don't forget to pick them up if provided

- Yes
- No

5 Door prize (if you're offering one)

- Yes
 - No
-

6 Door prize drawing form (if appropriate)

- Yes
- No

7 Speaker notes

- Yes
- No

These permit you to review your presentation on the plane and in your hotel room without chance of disturbing your original presentation visuals.

8 Portable clock

- Yes
- No

For placement next to your laptop or behind the podium where you can discretely look at it. *Hint:* adjust clock for correct time zone upon arrival.

9 Business cards

- Yes
- No

10 Notebook computer

- Notebook computer
- Power supply
- Mouse
- Extension Cord
- Is your presentation saved on this computer?

11 Overhead Projector

- Overhead Projector
 - Extension cord back-up
 - Back-up light bulbs
-

Extra's that are good to have

- Spare batteries (You never know what will need batteries)
- Medications (Antacid, Antihistamine - just in case)
- Food: Power bars, jerky (they can save the day when you don't have time to eat)
- Cash: (You may have to bribe someone to change your room or help you find the projector screen. Most will perform miracles for \$20.00)
- Safety pins: (They can fix almost anything)

Things you need know before you get started:

- Who is your help? (Who can you call if you need immediate help & how do you reach them quickly?)
- Who is next door? (If you are in a hotel you may be next to a noisy group, so introduce yourself and find out if you may need to move rooms.)
- Chairs Set? (Make sure you have your room set up and the amount of chairs you need)
- Projector focused and ready?
- Slides in order? (Do a trial run through before your group arrives)
- Cords taped down and all boxes hidden. (you want your room to be professional and presentable)
- Room Temperature (Is it working correctly? Take into consideration the amount of people in your group.)