

Presentation Preparation Checklist

Logistics to arrange with host

- ☐ Audience type and goals
- ☐ Number in audience
- ☐ Location
- ☐ Transportation to/from location
- ☐ Start and end times
- ☐ Audio/visual requirements
- ☐ Length and frequency of breaks & meals
- ☐ Any cultural events to account for (e.g., prayer times)
- ☐ Who is introducing and for how long
- ☐ Webinar platform
- ☐ Sharing slides and fonts
- ☐ Length of expected Q&A

Gear

- ☐ Computer
- ☐ Computer charger
- ☐ Projector adapters
- ☐ Adapter extension cord
- ☐ Presentation clicker
- ☐ Batteries
- ☐ Power extension cord
- ☐ Sound extension cord
- ☐ Portable speaker
- ☐ Surge protector
- ☐ USB drive with presentation backup
- ☐ Masking tape
- ☐ Dry erase markers or chalk
- ☐ Food
- ☐ Water
- ☐ Throat lozenges
- ☐ Microphone (if not provided by host)
- ☐ Mask(s)
- ☐ Hand sanitizer
- ☐ Vaccination card/picture

Reminders

- ☐ Turn off or silence phone
- ☐ Remove unnecessary objects from pockets (e.g., keys)
- ☐ Make microphone comfortable
- ☐ Check clothes and hair
- ☐ Relax, breathe, and power poses