

Fill in the following checklist to prepare thoroughly for your next presentation.

Why were you asked to speak?

Audience expectations: _____

Your objective: _____

Who is your audience?

Audience composition: _____

Size of audience: _____

Decision makers? _____

Knowledge of material? _____

Native language? _____

Where will you speak?

In-company? _____

Which floor? _____

Which room? _____

External location? _____

Which city? _____

What address? _____

Contact person? _____

When will you speak?

What time? _____

Alone? _____

Before other speakers? _____

After other speakers? _____

How long? _____

The Presentation

Have you collected necessary data? _____

Have you organized the presentation? _____

Have you prepared the visuals? _____

Are your visuals organized? _____

Have you proofread any handouts? _____

Have you made sufficient copies of handouts? _____

Have you organized necessary equipment? _____

Have you packed necessary extension cords? _____

Do you need a microphone? _____

You

Have you decided what to wear? _____

Have you checked and prepared your clothes? _____

Have you groomed your nails? _____

Have you polished your shoes? _____

Do you need a haircut? _____

Have you checked your appearance? _____

Have you rehearsed your presentation? _____

Have you packed all materials? _____