

THE ULTIMATE PRESENTATION PREP CHECKLIST



THE BASICS

How much time is allotted for the talk?

_____ HOURS _____ MINUTES

Will I be behind a podium?

_____ YES _____ NO

Will everyone be able to see me and/or the screen?

_____ YES _____ NO

Will I have a handheld and/or wireless microphone?

_____ HANDHELD

_____ WIRELESS

_____ NO MICROPHONE

WHO IS THE AUDIENCE?

How many people will be in the room?

_____ PEOPLE

Can I get demographic & job title information?

_____ YES _____ NO

What's the common interest or reason for attending my presentation?

Is there any additional background information I can gather?

WHAT DO THEY ALREADY KNOW?

Does my audience know who I am?

_____ YES _____ NO

Do they understand my role?

_____ YES _____ NO

Are they familiar with this subject matter?

_____ YES _____ NO

Any additional information?

WHAT MIGHT THEY CARE ABOUT?

How can I make this information relevant to my audience?

What motivates this group?

Are they a captive audience, or did they chose to be there?

_____ YES _____ NO

WHAT SHOULD I LEAVE THEM WITH?

What are my key messages?

Is there a recurring theme I can come back to?

_____ YES _____ NO

What is my ultimate goal here?

If they only remember one thing from this presentation, what should that be?

