

Preparing a Presentation Checklist

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As discussed in our Public Speaking Workshop module “Making Your Nerves Work For You”, two of the tips for succeeding as a public speaker or presenter are: **familiarisation** - familiarising yourself with the act of speaking, familiarising yourself with your presentation, familiarising yourself with where you are going to speak and **preparation**.

Here is a handy checklist which will assist you in doing this:

The Presentation:

1. Ask who is my audience?
2. How old / gender mix/what type / what generation/ culture / occupation?
3. How many are going to be there?
4. What do I want my audience to take away from this presentation?
5. What is my goal / aim – what do I want to achieve?
6. How long do I have to speak?
7. If I only had 10 mins to speak – what are the 3 most important pieces of information do I need to convey?
8. Will a power point presentation add value to my presentation?
9. What other visual aid / prop may be useful in adding value to my presentation?
10. Are there other speakers? Where do I fit in the programme?

The Venue:

11. Where will I be speaking?
12. Is it a boardroom / meeting room / auditorium/ dinner?
13. Will I be on stage?
14. What sort of lectern, if any will I be using?
15. Will I be using a microphone?
16. What type of microphone – fixed / on lectern / hand-held / lapel / head?
17. Who will be introducing me?
18. If a formal introduction – need to prepare an introduction to give to the introducer / MC
19. Where will I be sitting – in the audience / standing in the wings / at dinner?
20. What audio visual equipment do they have?
21. Do I need to bring some equipment with me?
22. How long will it take to get to the venue?
23. Is there parking for the presenter?