

PRESENTATION CHECKLIST – *The devil in the detail*

This will get you thinking about logistics for the presentation.
Make sure everyone knows what is required of them

Outline

Subject:		Time / Duration:	
Location:		Audience:	
Meet / Greet			
Venue:	<input type="checkbox"/> Seating	<input type="checkbox"/> Sound	<input type="checkbox"/> Light <input type="checkbox"/> Equipment

Team Roles

Who	What

Materials and Catering

Visual Aids	
<input type="checkbox"/> Introduction / Profiles	<input type="checkbox"/> Transport
<input type="checkbox"/> Handouts	<input type="checkbox"/> Dress Code
<input type="checkbox"/> Name Tags	<input type="checkbox"/> Follow Up
<input type="checkbox"/> Food / Drinks	<input type="checkbox"/> Additional Needs