

Speaker Checklist

so you can crush your next presentation



*Reach the Peak
When you Speak*

	Y/N	
Preparation		Do you have all the event details – time, location, duration, venue, audience?
		Have you analyzed your audience so you can make the most use of your prep time?
		Have you created your storyboard to ensure the right messages in the right order?
		Have you practiced out loud, standing up, with accompanying visual display?
		Did you ask someone to provide feedback during your practice rounds?
Visuals		Have you minimized your bullet points to less than 20% of your presentation?
		Are all your images high-resolution?
		For your charts and graphs, did you keep them to one data point/message per slide?
		Have you practiced with your slides so you don't have to rely on them for prompts?
		Have you printed out a hard copy of your slides and speaker notes?
Technology and Venue		Are you able to visit/walk through the venue to gauge sight lines, etc.?
		Did you confirm all A/V equipment needed?
		Have you booked a tech session to map location of laptop, confidence monitor and open space?
		Do you need markers, flip charts, evaluation forms, or lap decks?
Travel		Have you confirmed the security process so you are not waiting in the lobby?
		Did you pack your own remote control for advancing your slides?
		Did you pack all necessary adaptors and cords?
		Did you pack your business cards?
		Have you given yourself at least a 90-minute buffer?
Final Prep		Do you need a blurb for the person introducing you?
		Do you have at least three ways to access your deck and materials in case of emergency?
		Have you memorized your first two sentences and your last two?
		Do you have a process for calming your nerves and visualizing your success?
		Have you planned your own process for generating energy and powerful presence?

Ready....Set...Speak!