



THE PRESENTATION PLANNING CHECKLIST

Make your presentation stand out, for the right reasons.

Presentation

- Does your introduction grab participants' attention and explain your objectives?
- Do you follow this by clearly defining the points of the presentation?
- Are these main points in logical sequence?
- Do these flow well?
- Do the main points need support from visual aids?
- Does your closing summarize the presentation clearly and concisely?
- Is the conclusion strong?
- Have you tied the conclusion to the introduction?

Delivery

- Are you knowledgeable about the topic covered in your presentation?
- Do you have your notes in order?
- Where and how will you present (indoors, outdoors, standing, sitting, etc.)?
- Have you visited the presentation site?
- Have you checked your visual aids to ensure they are working and you know how to use them?

Appearance

- Make sure you are dressed and groomed appropriately and in keeping with the audience's expectations.
- Practice your speech standing (or sitting, if applicable), paying close attention to your body language, even your posture, both of which will be assessed by the audience.

Visual Aids

- Are the visual aids easy to read and easy to understand?
- Are they tied into the points you are trying to communicate?
- Can they be easily seen from all areas of the room?