



PRESENTATION PHYSICAL CHECKLIST

SETTING THE STAGE FOR SUCCESS

Use this checklist to help make sure you are fully prepared and avoid any embarrassing surprises at your next presentation.

Setting and Audience

- ☐ Where do you sit before presenting?
- ☐ Where will you put your notes and other presentation materials (remote, pointer, etc)
- ☐ Will you present while seated or standing?
- ☐ Will there be a podium?
- ☐ How can you minimize distractions in the room?
- ☐ How can you minimize distractions near where you are speaking?
- ☐ Any VIPs in the audience you should recognize?
- ☐ What should you wear? (clean, professional)
- ☐ Will someone be introducing you? What is their name?
- ☐ Should you give them some background/bio information?

Speaking

- ☐ Will there be microphones? What type? (lavalier, hand held/wireless, podium)
- ☐ Who will set them up?
- ☐ How do you turn them on/off?
- ☐ What should you do if the audio stops working? Who can help fix it?
- ☐ Will the session be recorded? Where will the camera(s) be?
- ☐ Are you using note cards or a folder? How do they get to the podium (if used)?

Using a Projector

If they provide the projector:

- ☐ How is the presentation loaded?
- ☐ Is your computer compatible with their projector?
- ☐ Presentation saved in multiple formats (PDF, PowerPoint, Keynote)
- ☐ Presentation saved on multiple media (email, file hosting site, USB, or SD Card)
- ☐ How do you change slides?
- ☐ How do you back up to a previous slide?
- ☐ Can you pre-load videos?
- ☐ Is there a remote control? How does it work? What if it doesn't?

If you bring your own projector:

- ☐ Extension cords; long enough? Ample plugs for computer, projector, other?
- ☐ Cables from computer to projector?
- ☐ Where will the projector be? Table requirement?
- ☐ How will you change slides (Self, via remote, someone else)
- ☐ Spare projector bulb? Who can fix while you keep talking?
- ☐ Do you need to dim the lights? Who will do this?
- ☐ Backup plan when the projector dies?



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The Screen

- ☐ Who provides the screen?
- ☐ Who/how does it move into position (raise/lower; physically move)
- ☐ Can the people in the back row see your presentation clearly?

Presentation Audio

- ☐ Is there an audio/speaker system?
- ☐ Cables required to connect? Wireless systems connected?
- ☐ Batteries charged (e.g. stand-alone blue-tooth speaker or similar)?
- ☐ Mute off?

Other Visual Aids

- ☐ White board, markers and eraser
- ☐ Butcher paper and easel, markers
- ☐ Chalkboard, chalk, eraser
- ☐ Pointer – laser pointer or other? Batteries?

Handouts

- ☐ Printed out (more than needed)
- ☐ In proper sequence?
- ☐ Stored and displayed neatly?
- ☐ Distribution plan (Hand them out yourself, assistant hands out, place on table(s), pick up as you walk in)
- ☐ Consider: business cards, copies of presentation, product examples, other)
- ☐ Is there a program? What will it say?

Interacting with the Audience

- ☐ Will you take questions? How and when?
- ☐ If the audience should use a microphone, how do they get one (in the aisles, handed to them)?

Other Things to Consider

- ☐ When can you rehearse will all aspects of the presentation?
- ☐ Do you need internet access? How do you connect? What's your backup plan?
- ☐ Is your cellphone muted?

Tips:

- Rehearse, rehearse, rehearse
- Be early, test everything
- Know who will fix things if you have problems during your talk