

## The Presentation Planning Checklist

*“A Good Presentation Comes From Good Preparation”*



You're about to deliver a really important presentation. If you are going to put together and deliver a great presentation, you need to pay attention to many small details. Proper preparation will also reduce anxiety and give you confidence.

The checklist below will remind you of some details that you need to focus on.

### PREPARATION

- ☐ Are you knowledgeable enough about the topic? Do you know more about the topic than you will be presenting? If not, how will you build this knowledge?
- ☐ Have you internalized the material and answered the question, “Why is this topic important to me?” What is your unique experience or point of view that will help you deliver this information?
- ☐ Have you developed notes or note cards? Have you developed appropriate visual aids like PowerPoint, Keynote, flip charts, or handouts?
- ☐ Have you reviewed the audience demographics and theme for the event? Who is your audience and how will you make this presentation relevant and appealing to all learning styles?

### CONTENT

- ☐ Introduction – Is it clear? Does it grab your audience’s attention within the first few seconds with a story or illustration that leads to the main point or focus?
- ☐ Body – Have you developed 3-4 main points that are easy to understand, in logical order, and support your topic?
- ☐ Conclusion – Have you summarized your presentation and clearly stated and repeated the focus or main point? Have you included a call to action, key takeaway, or personal application?
- ☐ Have you practiced? Have you developed feedback (from others, from watching yourself in mirror, or from recording yourself?)

### ON THE DAY

- ☐ Do you have your notes, flash drive, or other visual aids?
- ☐ Are you dressed and groomed appropriately?