

## Presentation Planner Series – Form 5 - Preparation Checklist 1

### Organise Materials/Slides

- Number the pages of notes or course material
- Store notes in ring bind folder
- Colour code notes/sections to make it easy to follow
- Put slides in order and store in clear sheet protectors
- Put handouts in order and store in separate protectors
- Have spare flip chart paper and pens
- Pack all material in a bag/box so that it is easy to carry

### Clothes & Presentation

- Select your outfit
- Ensure outfit is clean
- Polish shoes
- If female -purchase New stockings/tights (have a spare pair for the day)
- Choose accessories and jewellery – make sure that they are not too distracting
- Decide how you will wear your hair -make sure that the style shows your face, especially your eyes

### Venue

- Ensure you know where to go and the time you can access the venue
- Check if you can access venue for a practice run of presentation
- Ensure audiovisual requirements are actioned
- Ensure seating arrangements are actioned
- Check for order of any other speakers
- Check for internal/external noises, which may distract your audience
- Check for heat/cold room temperature

### Practice Presentation and check for;

- Timings
- Slide or audiovisual use
- Handout use
- Gestures
- Voice speed and volume
- Lighting