



## **Presentation Planner Series – Form 6 - Preparation Checklist 2**

### **Materials/Slides**

- Lay out notes and slides for easy access
- Lay out handouts for easy access
- Set up flip charts- have spare paper handy
- Test all audiovisual equipment
- Lay out pens, paper and any other materials that you may need

### **Clothes & Presentation**

- Ensure outfit is adjusted before you talk
- If male- ensure your tie is straight and zipper on pants is closed
- If female-check make-up, stockings and ensure tops/shirts, zippers are adjusted

### **Venue**

- Check lighting
- Check sound and voice volume
- If using a lapel microphone, remember to turn it off after you have finished speaking
- Walk around stage or room- watch for power cords, tables and anything that you may bump into or fall over
- Have a glass of water handy in case your mouth becomes dry

### **Before you speak**

- Go to the toilet
- Have a small drink of water- avoid caffeine or carbonated drinks
- Have something light to eat- avoid greasy or sugary foods
- Stay calm- you have prepared and practiced your material
- Have confidence in your preparation
- Be yourself
- Smile and enjoy the experience