



SPEAKER CHECKLIST

- Who will be in the audience?
- How many people are expected to attend?
- What do I want the audience to do, think, and or/feel after my talk?
- Can I arrive early and stay after the presentation?
- Where is the location?
- Travel arrangements in place?
- What equipment do I need?
- What equipment is being provided by the venue?
- Contact person for the event _____
- Backups of slides and files on USB and the cloud?
- Can I access the room early?
- What shape layout is the room?
- Have I done a fully timed run through?
- Which part of the presentation can be trimmed if needed?
- Have I provided the MC with my introduction?
- What follow up information will I provide to the attendees?
- How will I seek feedback on my performance/customer satisfaction?

“Plan your work and work your plan.” Napoleon Hill



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