**Presentation Preparation Checklist**

**Logistics to arrange with host**

* Audience type and goals
* Number in audience
* Location
* Transportation to/from location
* Start and end times
* Audio/visual requirements
* Length and frequency of breaks
* Length of lunch
* Any cultural events to account for (e.g., prayer times)
* Who is introducing and for how long
* Webinar platform
* Sharing slides and fonts
* Length of expected Q&A

**Gear**

* Computer
* Computer charger
* Projector adapters
* Adapter extension cord
* Presentation clicker
* Batteries
* Power extension cord
* Sound extension cord
* Portable speaker
* Surge protector
* USB drive with presentation backup
* Masking tape
* Dry erase markers or chalk
* Food
* Water
* Throat lozenges
* Microphone (if not provided by host)

**Reminders**

* Turn off or silence phone
* Remove unnecessary objects from pockets (e.g., keys)
* Make microphone comfortable
* Check clothes and hair
* Relax, breathe, or meditate