

# 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