

Presentation Checklist

Points to Consider When Presenting



Why are you presenting?



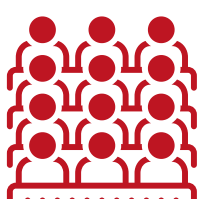
Who are you presenting to?



What do you want the audience to do as a result of your presentation?



What are you going to say?



How can you make the content relevant to your audience?



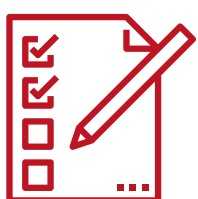
Where are you presenting?



How long is your presentation?



The location: is it virtual or face to face?



Any technical requirements or a run through needed?



How and when will you practice the presentation?