

Educational Presentation Checklist

General

_____ Who is the audience?

_____ How many?

_____ What is the room like?

_____ Presentation title

_____ Presentation description

_____ Introduction and photo sent

Name of group _____

Date of presentation _____

Main contact _____

E-mail _____

Phone number _____

Handout

_____ What type of handout?

_____ Cover sheet?

_____ _____

Sample Materials

_____ View book, case statements, study report, other

_____ Campaign book

Technical Readiness

_____ Arrangements made for overhead or projector

_____ Have laser pen, mouse, batteries, etc.

_____ Presentation sent to _____ delivered on CD