

# 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