

Speaker Toolbox

Speaker Preparation Checklist

Travel

- Date and time of presentation
- Directions to venue / map
- Airplane tickets
- Passport
- Full tank of gas, if driving
- Location of parking lot
- Bus pass / metro pass / cab fare
- Money / credit card
- Bus / metro schedule
- Location of bus / metro stop
- Sufficient time to get to venue

Communication

- Cell phone / charger
- Client phone numbers
- Phone numbers of contacts at speaking venue

Equipment

- Laptop / charger
- iPad / Android / charger
- Back-up laptop
- Electrical adapter
- Small speakers for sound
- Adapter to connect computer to beamer, especially for Macs
- Remote control for presentation
- Batteries for remote control
- Extension cord
- Timer
- Duct tape
- Voice recorder (to record talk)

Marketing

- Business cards
- Brochures
- Samples
- Promotional material
- Schedule tweets to go out during talk

Consumables

- Bottle of water
- Bananas or preferred energy food
- Breath mints
- Throat lozenges
- Aspirin / medication

Stationery

- Pens / Pencils
- Highlighters
- Notepad
- Post-It Notes
- Empty USB key

Presentation

- Written introduction
- Speaking notes
- USB(s) with back-up of presentation
- Back-up of presentation on email
- For Keynote users, a PowerPoint version of presentation in case of problems with Mac
- Hard copy of presentation slides
- Alternate way of presenting without slides
- Props
- Markers for flip chart
- Markers for white board
- Handouts
- Reference material
- Evaluation forms for audience
- Video camera / stand

Rehearsal

- Day / time of rehearsal
- Walk the room
- Full or tech rehearsal
- Contact for rehearsal
- Confirm confidence monitors
- AV Technician
- Wear "presentation" shoes
- Practice in's & out's from staging
- Practice getting in & out of chair
- Rehearse open & close out loud
- Rehearse introduction out loud
- Locate restrooms

Day of

- Arrive early
- Meet host(s)
- Meet technician(s)
- Test presentation equipment
- Run sound check
- Prepare speaking area (lectern, walking space, flipcharts, etc.)
- Ensure proper seating
- Adjust lights / curtains
- Adjust temperature
- Locate rest rooms
- Have drinking water available

Other

- _____
- _____
- _____
- _____

Adapted from John Zimmer
Manner of Speaking
<http://mannerofspeaking.org>

Presentation: _____ Venue: _____

Audience: _____ Date: _____