

- Did I ask what type of teleprompter equipment will be used?
- Did I spend time practicing the presentation out loud?
- Did I send the script to the teleprompter operator at least 24 hours in advance?
- Did I ask if the operator I rehearsed with will also be the operator the day of the presentation?
- Did I ask to be introduced to my operator?
- Did I bring updates to the script to share with my teleprompter operator?
- Did I share any preferences with my operator so the script can be customized to my needs?
- Did I sit with my operator to make sure all changes have been incorporated?
- Did the operator change symbols and words such as \$ to dollars and % to percent?
- Did I confirm that I am comfortable with the placement of the teleprompter equipment?
- Did I check to see if I can easily read all the words on the monitor?
- Did the operator change written language to informal / verbal language such as “it is” to “it’s”?
- Did I change any words that I stumble over to more conversational language?
- Did the operator give me a hard copy of the current script?
- Did I have a formal rehearsal with the operator?