

Preparation Checklist

Three or more weeks before the presentation:

- Select the date of the program.
- Find out what room you will be using—an auditorium, a classroom, a club meeting room, etc.
- Find out if you will have a power source for audiovisual materials.
- Confirm with panelists, if appropriate.
- Meet with or call the teacher or contact person.
- If you are going to be meeting in a room that has little furniture, find out where you can get chairs.
- Confirm the number of participants.
- Have handout materials printed.
- Make a list of all items you will need for the presentation.
- Locate audiovisual equipment and aids.

One week before the presentation:

- Check your itemized list to make sure you have all the items you need—name tags, felt-tip markers, pencils, notepads, props for skits or activities, etc.
- Read over the materials you are presenting.
- Test all equipment.

Day of the presentation (a minimum of one hour before the presentation begins):

- Recheck your list to make sure you are not missing anything.
- Organize materials so you can find them easily.
- Make sure room is set up properly.
- Tape electrical cords to the floor, if necessary.
- Test equipment again.