



Checklist

Getting Ready for a Presentation Checklist

Complete this checklist (✓) before going to your presentation.

Date: _____

Time: _____

Location: _____

How many people will be in the audience? _____

I have been given _____ minutes for my presentation.

Person going with me: _____

_____ My Presentation notes

_____ SOPA brochures/ fact sheets

_____ Video/CD

_____ Business Card

_____ SOPA banner and/or posters

_____ SOPA medal/ribbon

_____ Turn off cell phone

_____ Appropriate dress (sports clothes, uniforms, dress clothes, casual clothes)

_____ Grooming

_____ Clean Hair

_____ Clean Nails

_____ No Body Odor

_____ Clean Teeth

_____ Breath Smells Fresh

_____ No Gum

_____ Shoes Shined

_____ Clothes Cleaned and Ironed