

The Essential Checklist for Getting Organized from the Start

Before your event, get as much information as possible. Is there a podium? A microphone? Will you be given questions in advance? Who else will be on the panel discussion? How long do you have to speak? Is your audience expecting a Q&A session after you speak? The more information you have the better. Why? So you can be prepared for everything and totally confident about what is expected of you. Last minute curve balls are no fun.

Stop procrastinating. Get organized. Pull out your calendar and start setting goals from here to there. Start by gathering all the facts.

- ☐ When is the presentation?
- ☐ Event details:
 - ☐ Where it is being held?
 - ☐ How many people will be there?
 - ☐ Will I be on a stage?
 - ☐ Will there be a podium?
 - ☐ How will the audience be arranged?
 - ☐ How big is the room?
 - ☐ Do I need to have a slide deck?
 - ☐ What format is the slide deck?
 - ☐ When is the slide deck due?
 - ☐ Who do I deliver the slide deck to?
- ☐ Length of the presentation:
- ☐ Who will be in the audience?
- ☐ What's the purpose of the event / conference?
- ☐ Who needs to be involved in creating your talk?
- ☐ What marketing materials should I bring with me to the event?