

Event Checklist

What's your speech objective?

(Fill in the blank: At the end of my presentation, my audience will _____.)

Who is hosting the event?

Who is the contact person for event logistics?

What is the purpose or theme of the event?

What's the agenda for the event?

What is the speech topic?

How long is the speech?

Where will the event take place?

When will the event take place?

Who are the other speakers?

Where and when do you need to report to the organizer?

Who will introduce you?

What's the dress code?

Will the audience expect handouts or takeaways?

What level of audience outreach is appropriate after the speech?