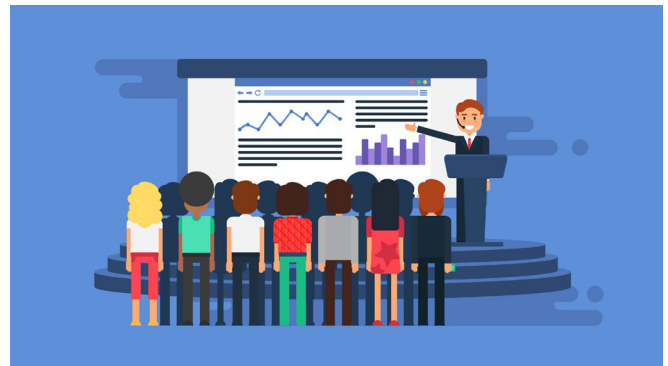


Making Great Presentations: Checklist

by **Laura Spencer**

This checklist will help you create an effective presentation. It'll take you through the entire presentation process, from planning and writing your presentation to delivering it.

These worksheets are designed to be used along with our eBook on presentations: *The Complete Guide to Making Great Presentations*.



How to Make a Great Presentation

1. Plan and Write a Powerful Presentation

Planning and writing are key to your presentation's success. Check off each step of the writing process as you complete it:

- ☐ Define the goal or purpose.
- ☐ Research the topic.
- ☐ Choose your focus and supporting points.
- ☐ Create an outline.
- ☐ Write the introduction.
- ☐ Write the conclusion (if sales presentation, include call to action).
- ☐ Write the rest of the presentation.

2. Choose the Right Presentation Software

Finding the right tool for your needs can make a difference in your presentation success. Answer these questions to make your decision:

1. Do I currently have presentation software?
2. Does the client require that I use a specific software?
3. Does the facility where I will give the presentation require that I use a specific software?
4. What hardware will I use to create the presentation?
5. What presentation tools do I already know how to use?
6. My budget for presentations software is \$_____
7. Will I be working on the presentation as a team?

3. Design Your Presentation Professionally

A good presentation design enhances and supports your presentation. Start your design plan by answering this question:

Will I use a template?

If you answered “Yes,” select ONE of the following:

- ☐ I will use the company template.
- ☐ I will download a professional template.
- ☐ I will hire a designer to create a template.

If you answered “No,” complete the design checklist below.

Design Checklist

- ☐ Create thumbnails or storyboard to depict the basic layout.
- ☐ Choose font types and sizes.
- ☐ Choose colors that work well together.
- ☐ Select additional media (optional).
- ☐ Select special effects (optional).

4. Deliver Your Presentation With Impact

There are two aspects to delivering a good presentation: the speaking venue and the delivery. Use the first checklist below to make sure your speaking venue is adequate. Use the second checklist to practice your delivery of the presentation. Use the final checklist to make sure you're ready on the day of the presentation.

Speaking Venue Checklist

- ☐ The venue has adequate seating.
- ☐ Cables are available for my equipment.
- ☐ A computer with a keyboard and mouse is available.
- ☐ The room has enough electrical outlets.
- ☐ A microphone and speakers are available.
- ☐ A remote is available.
- ☐ There is a screen.
- ☐ A video adapter is available (if needed).
- ☐ There is a working projector.

Speaker Practice Checklist

- ☐ I'm familiar with the material.
- ☐ I'm not reading word for word.
- ☐ My posture is good.
- ☐ I avoid unnecessary phrases (um, like, you know, etc.)
- ☐ The volume of my voice is audible.
- ☐ I'm not speaking too quickly.
- ☐ I'm not mumbling.
- ☐ My body language is good.
- ☐ I make eye contact.
- ☐ My delivery is not monotone.
- ☐ I've timed the speech, and it's neither too long or too short.

Speaker Preparation Checklist (Day of Speech)

- ☐ I've practiced the material (see above).
- ☐ I'm well rested.
- ☐ I've eaten recently.
- ☐ My clothing is professional.
- ☐ My clothing is comfortable.
- ☐ I arrived at the facility early.
- ☐ I tested all the equipment.
- ☐ I imagine a successful outcome to my presentation.

5. Adding Creative Extras (Oomph)

This section is for those speakers who want to add elements that will give their presentation extra impact.

Choose one or more of the following elements:

- ☐ Human elements
- ☐ Audience participation (poll, exercises, demonstration)
- ☐ Compelling images
- ☐ Videos
- ☐ Music
- ☐ Humor

Conclusion

You can find more helpful tutorials about making great presentations and using top presentation tools at [Envato Tuts+](#).

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