

PRESENTATION SKILLS

16. Presentation staging checklist

I recommend following these steps the moment you can access your speaking area:

1. **Power up laptop.** Assuming you have slides, getting your laptop and PowerPoint/Keynote up & running, and pulling up your slides is your #1 priority.
2. **Link laptop to projector.** Connect your laptop up to room's projector using HDMI/VGA cable or Airplay (if using Mac).
 - o **Insert USB into master computer.** If you're not using your own laptop, load up your slides on the master computer connected to projector.
3. **Check your slides.** Spot check your content to make sure everything's showing correctly, especially fonts & text if using USB. Sometimes, projectors can cut off edges of content on screen too.
4. **Test sound.** If you plan to play videos, test out the audio to A) ensure sound works, and B) set initial volume to optimal level for first video.
5. **Test clicker.** Make sure clicker works, testing it from farthest distance you plan to walk from laptop.
6. **Set up seating.** If you're not happy with how the room's set up, adjust the seating arrangement if you're allowed.
7. **Prepare materials.** Get any handouts, props, or other physical materials in place so you don't have to search for them later.
8. **Clear front of room.** Time for some housekeeping. Wipe boards, clear water bottles left from previous speaker, and remove anything else that could distract.
9. **Check attire.** Ensure suit collar is flat, buttons buttoned, fly zipper up, shoes tied, pocket flap covers pulled out, hair looking good, glasses clean.
10. **Decide walking zone.** Figure out where you'll stand & walk, ensuring you're aware of where projector light hits your face.
11. **Get water ready.** Fill water bottle & take a few sips before you start—you may not get a chance to again anytime soon!
12. **Place business cards.** Lay out cards near where you plan to stand at end of presentation, ideally in two places if you get inundated with people afterwards.

