

bluefeet



Stand Out from the Crowd

Presentation Prep Worksheet

Presentation Environment

Room size

Ballroom Large Conference Room Small Conference Room

Number of audience members:

Stage or platform? Yes No

Microphone

Podium Lavalier Headset

Will there be a sound check?

If so, what time?

NOTE: If using lavalier or headset, be sure to wear it on the side nearest the screen, so when you gesture, you won't lose audio quality.

AV Support

Who will provide:

Laptop You They

Projector You They

Screen You They

Will presentation be pre-loaded onto laptop, or done on site?

Will you do it, or will they have tech support to do this?

If possible, visit the room in advance to get a feel for it.

Target Audience

Number of audience members:

Demographics

Profession(s) of audience members:

Education level:

Age range:

Gender:

Other relevant demographics:

Motivation

Why are they attending your presentation?

What do they want from you?

What is their knowledge of your subject matter?

How much information do they need?

What is their attention span?

Your Point / Call to Action

Write a one-or-two sentence summary that sums up the entire point of your presentation. What do you want your audience to leave with? What do you want them to do? To feel? To say to others?

Everything in your presentation should support this point.

Your Opening

You have about 10 seconds to grab their attention. How will you do it? Tell a story? Show a video? Tell a joke? Ask a question?

Hint: It does not start with, "Hello, my name is..."

Your Key Points / Headlines / Sound Bites

What are the key points that tell your story?

Every section, and maybe even every slide should have a key point. Ideally, this is communicated in a pithy or memorable headline or sound bite. These sound bites will add interest and pacing to the presentation, and hold the audience's attention.

Your Stories

What are the key stories that illustrate your points?

Story is the most powerful form of communication. What stories, anecdotes or case studies will show, rather than tell, the points you want to make?

Conclusion

This is your opportunity to sum it all up. It should reinforce your primary point. Reconsider the point of your presentation. How can you restate that or reinforce that as your closing?

Delivery



Energy

- *Stand tall*
- *Project (but don't yell) to the person in the back row*
- *Gestures match the size of the room, but must be natural*



Eye Contact

- *If you look at them, they will look at you.*
- *Creates connection, demonstrates warmth*



Even Delivery

- *Speak clearly*
- *Take your time; it's okay to pause*

Most Important – Be You