



“DAY BEFORE” PRESENTATION CHECKLIST

In the rush and stress before a presentation, it's easy to forget to pack this thing or charge that thing. This checklist will help you make sure that everything is fully prepared, in working order, and packed the night before your presentation. It's a thorough, granular list so you don't need to worry about whether or not you've forgotten something. The less thinking you need to do the day of your presentation, the better!

VITAL INFORMATION

Presentation title (as it appears in the program or agenda):

Time of presentation – include session number if it is a breakout session (ie: 2:10 pm, Session 2B):

Venue name and address:

Presentation room name or number (ie: Cascade Ballroom, Room 3-11):

Contact name:

Contact number & email:

Estimated commute time:

Location of parking lot or transit stop:

TECHNOLOGY & HARDWARE

Item & Task	Yes	No	Not Applicable
Mobile Phone - Charged			
Mobile Phone charging cable - Packed			
Laptop - Charged			
Laptop - Packed			
Laptop Battery / Adaptor cable - Packed			
Mouse - Packed			
Remote presenter - Batteries checked			
Remote presenter - Packed			
Spare Batteries for mouse & remote presenter - Packed			
Spare HDMI cables or other necessary adaptors - Packed			
Camera or video recording device - Packed			
Camera batteries or adaptor - Packed			
Tripod - Packed			
Microphone or audio recording device - Packed			
Batteries for microphone - Packed			

SLIDE DECK (PowerPoint, Keynote, Prezi, etc.) & VISUALS (video, audio, props)

Item & Task	Yes	No	Not Applicable
All slides are in the deck (including title slide & closing/contact info slide)			
Slides are in the correct order			
Animations are properly cued and working			
Embedded video / audio is properly cued and working			
Slide deck backed up on flash drive			
Slide deck backed up on online cloud drive			
Slide deck sent to event organizers (via email or cloud sharing)			
Printouts of slides (for reference in case of tech failure) - Packed			
Speakers / sound system - supplied by venue?			
Speakers / sound system - Packed (for backup or if supplying your own)			
Whiteboard / Flip charts - supplied by venue?			
Whiteboard / Flip charts - Packed (if supplying your own)			
Spare dry erase or permanent markers - Packed			
Props - Packed			

HANDOUTS & PROMOTIONAL / MARKETING MATERIALS

Item & Task	Yes	No	Not Applicable
Handouts / notes for audience – Printed			
Handouts / notes for audience – Packed			
Business cards – Packed			
E-mail list sign-up forms - Packed			
Promotional flyers, brochures, etc. – Packed			
Other promotional items or items for sale (ie: books) – Packed			
If selling items - books, workbooks, etc: Cash float / payment method (ie: Square reader) – Packed			

OTHER

Item & Task	Yes	No	Not Applicable
Water bottle – Packed			
Packet of tissues - Packed			
Spare notepad & pens – Packed			

BONUS TIPS

- Adapt this checklist to your needs. Have a special charm that you bring to every presentation? Want a spare set of stockings in case you get a run in yours? Need a protein bar on hand for a quick energy boost? Add things like these to the blank spaces on the “Other” list.
- Get a good night’s sleep. Don’t schedule any late night activities before your presentation; if you’re presenting at an industry conference and there’s a gala dinner or party the night before, bow out early and go to bed. Don’t risk feeling like you have hangover, whether it's from too much booze or simply a lack of sleep.
- Run through your presentation one last time the day before. Don’t aim for perfection, just go through it once or twice out loud, with no or minimal use of notes. I typically do this in the shower (can’t bring notes in there!) or while out walking (hard to read while walking!). This helps prime your brain for the next day.
- If you’re driving to the venue, leave yourself extra commute time in case of problems like traffic, train delays, construction, etc.
- Go through the checklist line by line, and only tick off the “packed” box once you’ve actually packed that item! I’ve had my handouts nicely printed and stacked on the table right next to my bags, only to forget to actually *put them in the bag* before grabbing everything and running out the door. Prepared, printed, and checked isn’t the same thing as *packed*.
- Go over the checklist one more time before heading out the door!