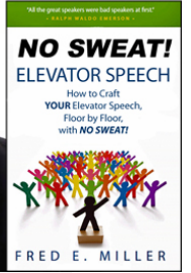
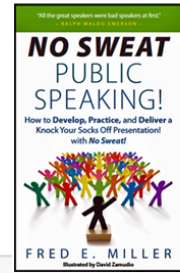


'No Sweat' Speaker's Checklist



<input type="checkbox"/>	Computer
<input type="checkbox"/>	<ul style="list-style-type: none"> It is usually best to bring your own.
<input type="checkbox"/>	<ul style="list-style-type: none"> If you must use a different one, load your presentation and confirm it works the way it should.
<input type="checkbox"/>	<ul style="list-style-type: none"> Good idea to have a backup computer available.
<input type="checkbox"/>	
<input type="checkbox"/>	Computer connectors and adapters.
<input type="checkbox"/>	<ul style="list-style-type: none"> Have a large variety including
<input type="checkbox"/>	<ul style="list-style-type: none"> HDMI (High Definition Multimedia Interface)
<input type="checkbox"/>	<ul style="list-style-type: none"> VGA (Video Graphics Array)
<input type="checkbox"/>	<ul style="list-style-type: none"> DVI (Digital Video Interface)
<input type="checkbox"/>	<ul style="list-style-type: none"> USB (Universal Serial Bus)
<input type="checkbox"/>	<ul style="list-style-type: none"> Cable connectors.
<input type="checkbox"/>	<ul style="list-style-type: none"> Cable adapters.
<input type="checkbox"/>	
<input type="checkbox"/>	Remote Control
<input type="checkbox"/>	<ul style="list-style-type: none"> One that controls:
<input type="checkbox"/>	<ul style="list-style-type: none"> Volume
<input type="checkbox"/>	<ul style="list-style-type: none"> Forward and back.
<input type="checkbox"/>	<ul style="list-style-type: none"> Making the screen go blank (black).
<input type="checkbox"/>	<ul style="list-style-type: none"> Have an infrared pointer built in.
<input type="checkbox"/>	<ul style="list-style-type: none"> Has RF connectivity, i.e. doesn't need line of site to work and a range up to 100 feet.
<input type="checkbox"/>	<ul style="list-style-type: none"> Extra batteries.
<input type="checkbox"/>	
<input type="checkbox"/>	Sound system;
<input type="checkbox"/>	<ul style="list-style-type: none"> Microphone(s), yours and audience participation one(s)
<input type="checkbox"/>	<ul style="list-style-type: none"> Speaker's mic: fixed, hand held, or lavalier?
<input type="checkbox"/>	<ul style="list-style-type: none"> Check for microphone feedback
<input type="checkbox"/>	<ul style="list-style-type: none"> Extra battery if required
<input type="checkbox"/>	<ul style="list-style-type: none"> Know where the on/off switch is
<input type="checkbox"/>	<ul style="list-style-type: none"> For lavalier and mounted microphones, if necessary, adjust the distance from your mouth for highest quality.
<input type="checkbox"/>	
<input type="checkbox"/>	Audio Speakers
<input type="checkbox"/>	<ul style="list-style-type: none"> Amplifier and controls working
<input type="checkbox"/>	<ul style="list-style-type: none"> Consider bringing your own blue tooth or other type of speaker.
<input type="checkbox"/>	
<input type="checkbox"/>	Lighting
<input type="checkbox"/>	<ul style="list-style-type: none"> Lighting on you
<input type="checkbox"/>	<ul style="list-style-type: none"> Audience lighting.
<input type="checkbox"/>	<ul style="list-style-type: none"> Ability to lower and turn off.
<input type="checkbox"/>	<ul style="list-style-type: none"> Lighting on your notes.
<input type="checkbox"/>	<ul style="list-style-type: none"> Lighting on props.

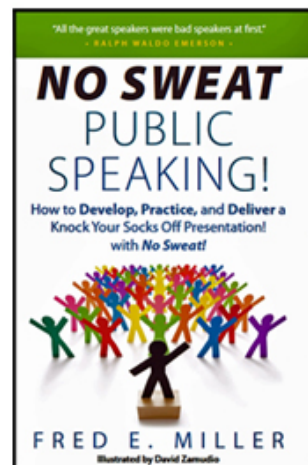
<input type="checkbox"/>	
<input type="checkbox"/>	Distracting noise from
<input type="checkbox"/>	<ul style="list-style-type: none"> • Outside; parking lot, street, air (could be need an airport)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Other meetings and adjoining rooms
<input type="checkbox"/>	<ul style="list-style-type: none"> • Hallway
<input type="checkbox"/>	<ul style="list-style-type: none"> • Kitchen
<input type="checkbox"/>	<ul style="list-style-type: none"> • Server wait stations
<input type="checkbox"/>	<ul style="list-style-type: none"> • Backstage
<input type="checkbox"/>	
<input type="checkbox"/>	Visual
<input type="checkbox"/>	<ul style="list-style-type: none"> • Props
<input type="checkbox"/>	<ul style="list-style-type: none"> • Must be easily accessed and easy to put away after used
<input type="checkbox"/>	
<input type="checkbox"/>	Powerpoint presentations
<input type="checkbox"/>	<ul style="list-style-type: none"> • Computer and backup plan
<input type="checkbox"/>	<ul style="list-style-type: none"> • Mouse and transmitter (if wireless)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Test the settings on the computer to see that the projection screen gives the resolution needed before the presentation.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Projector and backup plan (spare bulb)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Projection screen; fixed or powered
<input type="checkbox"/>	<ul style="list-style-type: none"> • Know how to make it go up and down.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Large screen LED
<input type="checkbox"/>	<ul style="list-style-type: none"> • Know how connect computer.
<input type="checkbox"/>	<ul style="list-style-type: none"> • TV remote might be needed to adjust volume and picking "Source."
<input type="checkbox"/>	<ul style="list-style-type: none"> • Adjust setting on computer for "Presenter's View."
<input type="checkbox"/>	<ul style="list-style-type: none"> • This is where the speaker can see the slide the audience is viewing and the next one along with notes and time.
<input type="checkbox"/>	<ul style="list-style-type: none"> • If you've customized your slideshow, double check you bring the correct one and not one customized for another presentation.
<input type="checkbox"/>	<ul style="list-style-type: none"> • If you've customized your slideshow, double check that you bring the correct one and not one customized for another presentation.
<input type="checkbox"/>	
<input type="checkbox"/>	Backup plans.
<input type="checkbox"/>	<ul style="list-style-type: none"> • "Stuff" happens!
<input type="checkbox"/>	<ul style="list-style-type: none"> • Have presentation backed up on a flash drive and in the cloud.
<input type="checkbox"/>	<ul style="list-style-type: none"> • If done in PPT, have backed up in PDF files, also.
<input type="checkbox"/>	<ul style="list-style-type: none"> • If done in Keynote, have backed up in PDF files and in PPT.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Backup plan if can't be delivered.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Have notes, printed in large type, and print presentation slides in light table mode (Keynote) or slide sorter (PPT).
<input type="checkbox"/>	<ul style="list-style-type: none"> • Another backup plan could be a video of you delivering the talk.
<input type="checkbox"/>	
<input type="checkbox"/>	Miscellaneous parts and equipment.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Power strip; have your own.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Electrical adapters.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Extension cord.
<input type="checkbox"/>	
<input type="checkbox"/>	Room where presentation will be
<input type="checkbox"/>	<ul style="list-style-type: none"> • Check temperature and ability to adjust easily

<input type="checkbox"/>	• Too warm or too cool can be a distraction.
<input type="checkbox"/>	• Location of rest rooms (further away requires a longer break)
<input type="checkbox"/>	• Doors that access the room (sometimes there may be doors that directly exit the building)
<input type="checkbox"/>	• Where are water fountains and refreshments available?
<input type="checkbox"/>	• If there are scheduled breaks, when are they and what are their lengths?
<input type="checkbox"/>	• Fire exits.
<input type="checkbox"/>	• Seating; classroom, semicircle or ?
<input type="checkbox"/>	• If not what you want or specified, can it be rearranged?
<input type="checkbox"/>	• Pillars and/or other things (audio visual stands) that could block audience seeing you and vice-versa
<input type="checkbox"/>	• Backdrop; what is behind you and could it be a distraction
<input type="checkbox"/>	• Windows
<input type="checkbox"/>	• Can they be closed and curtains drawn over them to keep light out?
<input type="checkbox"/>	
<input type="checkbox"/>	Personal
<input type="checkbox"/>	• Water for yourself (room temperature – suggestion: bring your own bottle, with a lid on it and at room temperature.
<input type="checkbox"/>	• Place to put change, keys and other items you might carry
<input type="checkbox"/>	• Location of rest room for last minute mirror check
<input type="checkbox"/>	• Copy of your presentation
<input type="checkbox"/>	• Completely printed presentation in case someone else has to deliver it.
<input type="checkbox"/>	• Having all slides printed in Slide Sorter (PPT) or Light Table (Keynote) view.
<input type="checkbox"/>	• Name tag for yourself.
<input type="checkbox"/>	• Take off during presentation because it is "clutter" and a distraction.
<input type="checkbox"/>	• Name tags for attendees (if the meeting planner didn't take care of this)
<input type="checkbox"/>	• Black Sharpie for printing on the Name Tags
<input type="checkbox"/>	• Business cards
<input type="checkbox"/>	• Copy Introduction emcee will be using to introduce you
<input type="checkbox"/>	• Copy of After-Duction emcee will be using to introduce you
<input type="checkbox"/>	
<input type="checkbox"/>	Have a 'Plan B' if . . .
<input type="checkbox"/>	• If the emcee doesn't ask everyone to put their cell phones and pagers on 'STUN'
<input type="checkbox"/>	• Probably best you ask them to turn them off. Audience members looking at emails and text messages can be very distracting to you <i>and</i> others in the audience.
<input type="checkbox"/>	• All the speakers don't show, and your speech is moved up in time
<input type="checkbox"/>	• A speaker goes over their allotted time and you must cut the time of your talk
<input type="checkbox"/>	• The demographics of the audience weren't quite what you thought they would be
<input type="checkbox"/>	• Parts of your presentation may now be inappropriate
<input type="checkbox"/>	
<input type="checkbox"/>	Be certain to
<input type="checkbox"/>	• Know who is speaking before you and what their talk will be about
<input type="checkbox"/>	• Know who is speaking after you and what their talk will be about
<input type="checkbox"/>	• If you're going to have handouts (advised only if used as a workbook) be sure you have enough copies and people to distribute them.
<input type="checkbox"/>	
<input type="checkbox"/>	Other things to know
<input type="checkbox"/>	• Who to call for immediate help if something goes wrong and how to get ahold of them
<input type="checkbox"/>	• Possible attendees who should be recognized from the platform

<input type="checkbox"/>	• Where, in relation to the presentation room, is the parking.
<input type="checkbox"/>	• It may be necessary to unload before parking.
<input type="checkbox"/>	• Will directional signs be needed in the parking lot and building?
<input type="checkbox"/>	• What, if any other programs are scheduled at the same venue and time of your presentation?
<input type="checkbox"/>	• Will there be any potential conflicts you should address?
<input type="checkbox"/>	
<input type="checkbox"/>	Miscellaneous
<input type="checkbox"/>	• Square (or other brand) Credit Card Reader for accepting credit card purchases and someone to help with this.
<input type="checkbox"/>	• Be certain the latest version is on your phone or tablet.
<input type="checkbox"/>	• Double check the device is fully charged.

Questions - Comments - Suggestions? email me:
fred@NoSweatPublicSpeaking.com

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