

Presentation Set-up Tip Card Sheet

PRESENTATION SET-UP



Two Weeks Before Presentation

Contact event coordinator and discuss:

- Room layout
- Number of attendees
- Podium arrangement
- Microphone – podium, handheld or wireless
- AV Requirements
- Location of laptop and availability of wireless mouse
- Address and map for event
- Emergency phone number

Lap Top

- Bring your Lap Top even if the event coordinator has one. You may need yours as a backup.
- Bring power chord (Yes it's been forgotten)
- Bring back-up wireless mouse or long-chord attached mouse
- Remove "stand-by" setting on laptop

PowerPower Presentation

Bring a hard copy and electronic copy of presentation. If you have it on your laptop, bring it on a flash drive as well.

Miscellaneous Items To Bring

- Extension chord
- Watch or timer
- Bottle of water
- Script – even if you have it memorized

When You Arrive

- Go up to podium and test microphone
- Test PowerPoint presentation and wireless mouse

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MULTIMEDIA PRESENTATIONS



Presentations with video and sound need special attention when you're setting up

Checklist

Two Weeks Before Presentation

Contact event coordinator and discuss:

- Are they setting up the AV?
- Will they provide projector, computer and sound system?
- What size is the room?
- If you're bringing own equipment, are your speakers adequate for quality sound in the room?
- If using event computer be sure your version of PowerPoint is compatible with their version.
- As a backup, bring a flash drive with all the files for your presentation (sound files, video clips) even if you're showing on your computer
- When you save the final version of your presentation, be sure to embed the fonts

On Site (at least 2 hours ahead of start)

- Load presentation on laptop, if not using own
- Connect laptop to projector and sound system
- Does the presentation run correctly?
- Does sound work? Set volume
- Is the font and layout correct when you open deck?
- Do links in your presentation still work?
- Does your remote work?
- Remove "stand-by" setting on laptop
- Go back to slide 1 in your presentation if you've been rehearsing (so you start on the right slide)

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