



The “Day Before” Presentation Checklist

Thanks for downloading this presentation checklist. To use it, complete the tasks in order (from top to bottom). It should take you between 1-2 hours to complete and then you can relax! Good luck!

Task	What should you do?	Time	Done
Key word pronunciation	List your keywords. Check the pronunciation here .	10 minutes	
Spell check your slides	Read your slides out loud.	10 minutes	
Check your numbers and references	Go through your slides, check the numbers and references – make sure you can pronounce them.	10 minutes	
Practice your introduction	Practice your introduction 3 times.	7 minutes	
Prepare your question responses	Make a note of the phrases from the article and practice saying them.	5 minutes	
Practice your transitions	Practice the expressions from the article.	10 minutes	
Review your cue cards	Check your cue cards and make sure they are in the right order.	5 minutes	
Check the order of your slides	Do a quick check of your slides. Make sure they are in the right order.	5 minutes	
Time yourself	Time yourself doing your full presentation twice	15 + minutes	
Visit your presentation location	See what the room and the technology is like. Is it a big room? How do you get to the location? Can you use the technology?	20+ minutes	