



MANNER OF — SPEAKING —

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A Public Speaker's Logistical Checklist

Travel

- Date and time of presentation
- Address of venue
- Airplane tickets
- Passport
- Full tank of gas, if driving
- Location of parking lot
- Bus pass / metro pass / cab fare
- Money / credit card
- Bus / metro schedule
- Location of bus / metro stop
- Sufficient time to get to venue
- _____

Communication

- Cell phone
- Cell phone charger
- Phone numbers of contacts at speaking venue
- _____

Venue

- If possible, visit venue or:
 - Review floor plan
 - Review photos of room
- Confirm equipment at venue
- Confirm Wi-Fi quality at venue
- _____

Equipment

- Laptop / charger
- Tablet / charger
- Electrical adapter if speaking in another country
- Small speaker for sound
- Adapter to connect computer to beamer
- Remote control for presentation
- Batteries for remote control
- Extension cord
- Timer
- _____

Marketing

- Business cards
- Brochures
- Samples
- Promotional material
- _____

Consumables

- Bottle of water
- Bananas or preferred energy food
- Breath mints
- Throat lozenges
- Aspirin / medication
- _____

Personal

- Watch
- Glasses / cleaner
- Contact lenses
- Eye drops
- Toothbrush / toothpaste
- Lip balm
- Deodorant
- Perfume / cologne
- Hair brush / comb
- Spare shirt / tie
- Spare blouse / nylons
- Spare shoes
- Tissues
- Umbrella
- _____

Stationery

- Pens / Pencils
- Highlighters
- Markers for whiteboard
- Notepad
- Post-It Notes
- Empty USB key
- _____

Presentation

- Written introduction for person presenting you
- Speaking notes, if any
- USB with back-up of presentation
- Back-up of presentation on cloud
- Hard copy of slides
- Alternative way of presenting without slides
- Props
- Markers for white board
- Handouts
- Reference material
- Evaluation forms for audience
- Video camera / stand
- _____

On the day

- Arrive early
- Meet host
- Meet technician
- Test presentation equipment
- Run sound check
- Walk the room
- Prepare speaking area (lectern, stage, flipcharts, etc.)
- Ensure proper seating
- Adjust lights / curtains
- Adjust temperature
- Locate rest rooms
- Have drinking water available
- _____

Other

- _____
- _____
- _____
- _____
- _____

Presentation: _____ **Venue:** _____

Audience: _____ **Date:** _____