

On-site Preparation Checklist

Organization	
Address	
Contact/phone numbers/email	
Presentation date(s)	
Presentation schedule	
Announcement/invitation sent to attendees	
Will associates be invited?	
Speaker introduction by	
Meeting location	
Attendees (# and job titles)	
Presentation title(s)	
Audio/visual & other equipment <i>Note: a podium is NOT needed</i>	<input type="checkbox"/> LCD projector <input type="checkbox"/> Screen <input type="checkbox"/> Table at front of room for laptop and materials <input type="checkbox"/> Extension cord for laptop <input type="checkbox"/> Optional: flip chart & markers <input type="checkbox"/> Cordless lavalier microphone for audiences of over 40
Handouts	Master sent one week prior to presentation date(s) for copies to be produced for attendees
Refreshments	