

Checklist
for Chapter

2

PREPARING FOR A SPEECH/TALK/PRESENTATION

YES NO COMMENTS

Who is my contact person?

How much time do I have for my speech?

What is the general agenda of the event?

Do I know my place on the agenda?

Do I precede or follow other speakers?

Does someone introduce me,
or will I have to do it myself?

How long is the entire event planned for?

Where is the venue of the presentation?

What is the layout of the room?

Can I change it to suit my needs?

What visual equipment is available?

What do I need to bring along?

Will I need a sound-check?

Are there power-plugs and leads
for visual aids?



SILKE VON SEYDLITZ

☎ 085 255 0942

✉ silke@protraincoaching.com

🌐 www.protraincoaching.com

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