

Last-minute packing checklist

Purpose

Use this checklist the night before you leave to make sure that you've packed everything necessary for your presentation.

Project _____

Date _____

Your name _____

1

Presentation visuals

- Slides
- Overhead transparencies
- Electronic files
- Latest version of presentation files loaded on notebook computer
- File back-ups (i.e. Zip Drive)

2

Audience handouts

- Yes
- No

Hint: always include more copies than you anticipate needing.

3

Speaker introduction

- Yes
- No

Hint: If someone else is introducing you, prepare a short one-paragraph introduction that ends with "And now I'm pleased to present (your name)."

4

Audience evaluation sheets

- Yes
 - No
-

5 Door prize (if you're offering one)

- Yes
- No

6 Door prize drawing form (if appropriate)

- Yes
- No

7 Speaker notes

- Yes
- No

These permit you to review your presentation on the plane and in your hotel room without chance of disturbing your original presentation visuals.

8 Portable clock

- Yes
- No

For placement next to your laptop or behind the podium where you can discretely look at it. *Hint:* adjust clock for correct time zone upon arrival.

9 Business cards

- Yes
- No

10 Notebook computer

- Notebook computer
- Power supply
- Mouse