

Presentation visuals checklist

Purpose

Use this checklist to double-check the details of your presentation visuals and audience handouts.

Project _____

Date _____

Your name _____

1

Did you run the spell-checker one more time?

- Yes
- No

Hint: Pay particular attention to the correct spelling of proper nouns, like your client's name and terms not included in your software program's dictionary.

2

Are you consistent in the way you used upper case text in the titles of your visuals?

- Yes
- No

Hint: If you capitalized the first letter of each word in the titles of your visuals, make you have consistently done so throughout your presentation.

3

Have you updated header and footer information on your visuals?

- Yes
- No

Do the headers and footers of your visuals contain the correct presentation title, presentation date and other pertinent information?

4

Do titles, text charts and graphics appear in the same position on each visual?

- Yes
- No

5 Have you included the correct information in the headers and footers of your audience handouts?

- Yes
- No

Do the headers or footers of your audience handouts contain the correct page numbers? Do the headers and footers contain the title and date of the presentation as well as your name or your firm's logo?

6 Did you check to make sure that you have included the latest version of charts, graphs or illustrations created with other programs?

- Yes
- No

7 Did you create and print Speaker Notes?

- Yes
- No

Speaker notes make it easy to review your presentation on the plane and in your hotel room without handling your visuals or turning on your computer.

8 Did you double-check colors for consistency?

- Yes
- No

If you have used your software program's Color Scheme or Recolor command, the colors of imported text or graphic elements may not have been updated.

9 Is punctuation consistent throughout your presentation?

- Yes
- No

Pay particular attention to the endings of lines in bulleted and numbered lists.

10

Did you check for widows and orphans (short lines and long lines)

- Yes
- No

Hint: use your software program's Line Break command to equalize line lengths in numbered or bulleted lists to equalize line lengths, avoiding long lines followed by lines containing just one or two words.
