

## Presentation Checklist for a Successful Program

Taking care of details ahead of time helps the presentation run smoothly. Many thanks for your help in making this presentation as successful as possible!

### \_\_\_\_\_ STAGE

Appropriate stage that will permit speaker to be seen by the audience. This should not be part of the head table if one is in use. Minimum size should be 10X10 feet. Steps to the stage should be available in two locations. The number of people in the audience will determine the need for a stage. Please provide two cocktail tables on stage draped with electricity provided to one of them. A professional sound system should be available with wired mic or wireless.

### \_\_\_\_\_ ACCOMMODATIONS

If a room is provided, please reserve one double nonsmoking room under the name of Steve Kissell as close to the speaking site as possible.

### \_\_\_\_\_ VIDEOTAPING

No portion of the program may be recorded, filmed or taped in any other form. Still photos are acceptable. Meeting planner agrees to prevent any such recording without the consent of the speaker.

### \_\_\_\_\_ TEMPERATURE IN THE ROOM IS COMFORTABLE.

You may want to monitor the temperature during the program. Lots of laughing adults heat a room rapidly!

### \_\_\_\_\_ GO OVER SEATING WITH STEVE.

What type of seating is there? Small aisle down the middle, if possible. Make sure the seating fits the room. For example, fifty people in a large auditorium would be inappropriate and not conducive to learning. Please include a riser if there will be over 100 in the audience.

### \_\_\_\_\_ CHECK AND RE-CHECK THE SOUND SYSTEM.

What type of microphone will be provided? Be sure entire group can hear. Ensure microphone cord is NOT taped to the floor.

### \_\_\_\_\_ CHECK OUT THE LIGHTING.

Can it be adjusted before the program?

### \_\_\_\_\_ ARE WRITING MATERIALS AVAILABLE?

Will the participants be provided pens and pencils? Is scratch paper available? Will tables be provided? These are all needed if it is a workshop presentation.

### \_\_\_\_\_ HAVE YOU ENSURED A SMOKE-FREE ENVIRONMENT?

For the safety and comfort of the participants and the speaker, please ensure a smoke-free area.

\_\_\_ REHEARSE INTRODUCTION.

Assist Steve in selecting on-stage participants. Let's discuss your opening remarks. Please read the introduction as it is written. It is part of the presentation.

\_\_\_ ARRANGE WITH BANQUET STAFF TO STOP CLEARING AT PRE-ARRANGED SIGNAL.

Bussing of tables during an introduction can seriously dampen the mood of the audience. We suggest that you make an announcement 10 min. before the start of the program for anyone wishing to get additional coffee, etc.

\_\_\_ PROVIDE STEVE WITH SOME ITEM WITH THE COMPANY LOGO.

A hat, shirt, pin or something else that Steve can wear will help the audience identify with him.

\_\_\_ CHECK READY AND SIGNED FOR STEVE.

Payable to Mirthworks, Inc. Payment should be ready at the conclusion of the program.

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