

# Presenter Checklist

## Before the Workshop

- Identify a convenient location that has space available (for example local school, library, community center); ask whether the venue has a computer, projector, and speakers for your use or if you'll have to bring your own
- Visit the site ahead of time
- Set a date and time
- Send email invitations with a deadline to RSVP
- Create and distribute any promotional materials (posters, flyers, listserv messages)
- Track participant registration and create an attendee list to be used as a check-in sheet
- Review the workshop materials and additional resources so that you are prepared
- Anticipate your audience and customize your presentation accordingly
- Practice your presentation
- Photocopy all needed materials and consider creating packets for participants
- Confirm the event location (2-3 days before)
- Send an email reminder to attendees (2-3 days before)

## Day of the Workshop

What you'll need to bring:

- Printed version of slides with speaker notes
- Laptop computer (equipped with Power Point software)
- Projector
- Photocopies of select handouts
- Flip chart, markers, index cards for questions
- Name tags
- Sign-in sheet with email addresses
- Paper and pens
- Memory stick/CD with the PowerPoint presentation. Remember to bring a back up!

**Day of the Workshop *cont.***

- Arrive early to prepare the room (rearrange chairs and tables, if needed)
- Test the computer and projector to make sure they are working
- Run through the PowerPoint slides
- Set up a check-in table with:
  - Participant sign-in sheet
  - Name tags and markers
- Organize materials for the presentation and for any activities in the room

**During the Workshop**

- Present PowerPoint presentation
- Incorporate activities into the presentation
- Distribute and review handouts and evaluation forms at the end of the workshop
- Collect participant evaluation forms

**After the Workshop**

- Follow up on any unanswered participant questions
- Review evaluation forms
- Complete the presenter evaluation and submit to: WI FACETS, 600 W. Virginia Street, Suite 501, Milwaukee, WI 53204, [cstagge@wifacets.org](mailto:cstagge@wifacets.org), 1-877-374-0511.
- Send a thank you note to the facility that hosted the workshop