

PRESENTATION PREP SHEET

Presentation to: _____

Date: _____ Time: _____

What is the most important thing for your audience to remember?

Structuring Your Presentation

My objective (Mission, Purpose, Goal) is:

We are positioned as follows or the situation is as follows:

**Ask if your understanding of the situation is correct.

The end result (Benefits, Consequences):

Next step:

Close with your Purpose Statement—"As you leave, I would like you to remember . . .

OUTLINE

Opening-Objective: _____

Body of Presentation

Point #1:

Support:

Point #2:

Support:

Point #3:

Support:

Summary: _____

Purpose Statement: _____

Helpful Info to Review

Who will lead the presentation? _____

What are the roles of team members? _____

Who will attend? _____

A/V requirements: _____

Handouts: _____

Stories/Anecdotes: _____

Contact name and number: _____