# 4.a Checklists

Personal Check List

|  |  |  |
| --- | --- | --- |
| **Item** | **Yes/No** | **Comments** |
| I know who I will be speaking to |  | Family/pwd/community |
| I know what kind of speech I will be giving |  |  |
| I know how long I have to speak for |  | 20 minutes/1 hour |
| I have prepared my notes |  |  |
| I have practiced my speech |  |  |
| PowerPoint prepared |  |  |
| I know where to go and how to get there |  | The address is: |
| I have the date right |  |  |
| I have made sure I have what I need |  | Parking, easy access, |
| I have a contact person |  |  |

Equipment check list

|  |  |  |
| --- | --- | --- |
| **Item** | **Yes/No** | **Comments** |
| Notes |  |  |
| USB stick |  |  |
| Computer  Venue to provide  Bring your own |  |  |
| Cables  Venue to provide  Bring your own |  |  |
| Access to overhead projector |  |  |
| Microphones  Venue to Provide  Hire |  |  |
| Captioning required |  |  |
| Butchers paper  Venue to provide |  |  |
| Water provided |  |  |