# 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 |  |  |