

Presentation Checklist

- ✓ Practice presentation with all visuals prior to meeting with client
- ✓ Room temperature to be set to 70° – 72°
- ✓ What kind of technology are you using – PPT, iPad? How will you connect?
- ✓ Best time of day to present?
- ✓ Research background of all participants
- ✓ Determine in advance the seating arrangements
- ✓ Confirm dress code with client prior to presentation. Be sure to dress one notch above

