



SPEAKING DAY CHECKLIST!

- Definite Directions to location** (Double check address before leaving).
- Your introduction**, 2 copies. At 14pt text (easy to read for anyone without glasses).
- Have your slides** (if using) duplicated on a flash drive as well as in your computer. NOTE: If using the existing system at the location, be sure to ask if it is a PC or an Apple. Your presentation can look different in each.
- Adapter for computer** to AV (I have a collection).
- Power cord** for computer.
- Remote clicker** for slides (with extra batteries).
- Flyers or any handouts**.
- Books** (To give away or sell).
- A follow up method** (Container for business cards, or SMS setup to collect contact info via text message).
- Payment method** If you are selling anything (Ipad with Paypal set up, or Square, for instance).
- If you have a table at the venue, bring your **tablecloth with logo** and some decor for your table.
- Standup poster** if you have it.
- Your **business cards**.