

Speaker PREP Video Series #4 – Plan for the Unplanned

Presentation "First Aid Kit" Checklist

These are just a few ideas to get you started - add your own if you think of more!

- Printed copy of presentation slides and presenter notes
- Thumb drive with PowerPoint slides
- □ Important information (e.g., location, schedule, contact info)
- $\hfill\square$ Lidded water bottle or cup
- □ Small (non-messy 🙂) snack
- □ Tissues and/or napkins
- □ Extra layer of clothing (blazer, sweater)
- □ Watch or small battery-operated clock (**not** cell phone)
- Backup microphone