



PROTECT, PROJECT AND PRESENT!

Presentation Preplanning Form

LOGISTICS:	
Presentation Title: <i>(Creative, interesting, informative)</i>	
Brief Description: <i>(75 words or less)</i>	
Date & Time:	
Location:	
Room Needs:	
Room Arrangement:	
Expected Attendance:	
Communication Mission Statement:	
Materials Needed:	
AUDIENCE:	
Audience type or demographics:	
What will help me identify with my audience:	
What expectations do I have of my audience?	

<p>After the presentation, the audience will know...</p>	<p>1.</p> <p>2.</p> <p>3.</p>
<p>Anticipated Questions</p>	<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>

SAMPLE QUICK OUTLINE:

1. Introduction: Always start with a 'hook;' then why you, credentials, and what you will be presenting; Agenda/logistics and expectations; What's in it for the audience? What will they gain/benefit?
2. Body: 6 minute sections are ideal. Each main section should have its own title (10 words or less). Try to only have 3 main sections.
3. Conclusion: *Last thing you say – but first thing everyone remembers.*
 - a. Restate all key points, audience benefits, etc.
 - b. Questions
 - c. Connect back to your hook; or end with quote (ONLY if powerful); or end with a fun/interactive exercise (FUN).
 - d. Thank you – and mean it!