

# CHECKLISTS

## WHEN LEAVING YOUR OFFICE

- Slides?
- Props?
- Speaker notes?
- Handouts?
- Cables & connectors?
- Remote control?

## WHEN ARRIVING AT THE VENUE

- Observe how other speakers do.
- Study light & sound systems closely.
- Say hello to the technician.

# BOARDING CARD

– when you enter the stage

## TO TELL YOURSELF

- I am well-prepared.
- I look confident!
- This will be fun!

## TO REMEMBER

- There is a main message to deliver.
- Perfection is dull.
- There are nice people out there who are open for communication.