### A Public Speaker’s Checklist (Logistics)

#### Travel
- Date and time of presentation
- Directions to venue / map
- Airplane tickets
- Passport
- Full tank of gas, if driving
- Location of parking lot
- Bus pass / metro pass / cab fare
- Money / credit card
- Bus / metro schedule
- Location of bus / metro stop
- Sufficient time to get to venue

#### Communication
- Cell phone / charger
- Blackberry / charger
- Phone numbers of contacts at speaking venue

#### Venue
- If possible, visit venue or:
  - Review floor plan
  - Review photos of room
  - Confirm equipment at venue
  - Confirm Internet at venue

#### Equipment
- Laptop / charger
- iPad / Android / charger
- Back-up laptop
- Electrical adapter
- Small speakers for sound
- Adapter to connect computer to beamer, especially for Macs
- Remote control for presentation
- Batteries for remote control
- Extension cord
- Timer

#### Marketing
- Business cards
- Brochures
- Samples
- Promotional material
  - __________

#### Consumables
- Bottle of water
- Bananas or preferred energy food
- Breath mints
- Throat lozenges
- Aspirin / medication
  - __________

#### Personal
- Watch
- Glasses / cleaner
- Contact lenses / case
- Eye drops
- Toothbrush / toothpaste
- Lip balm
- Deodorant
- Perfume / cologne
- Hair brush / comb
- Spare shirt / tie
- Spare blouse / nylons
- Spare shoes
- Tissues
- Umbrella
  - __________

#### Stationery
- Pens / Pencils
- Highlighters
- Notepad
- Post-It Notes
- Empty USB key
  - __________

#### Presentation
- Written introduction for person presenting you
- Speaking notes
- USB(s) with back-up of presentation
- Back-up of presentation on email
- For Keynote users, a PowerPoint version of presentation in case of problems with Mac
- Hard copy of presentation slides
- Alternative way of presenting without slides
- Props
- Markers for flip chart
- Markers for white board
- Handouts
- Reference material
- Evaluation forms for audience
- Video camera / stand
  - __________

#### On the day
- Arrive early
- Meet host(s)
- Meet technician(s)
- Test presentation equipment
- Run sound check
- Prepare speaking area (lectern, walking space, flipcharts, etc.)
- Ensure proper seating
- Adjust lights / curtains
- Adjust temperature
- Locate rest rooms
- Have drinking water available
  - __________

#### Other
- __________
- __________
- __________