Presentation Planning 101

**ONE**

**BUILD AN OUTLINE**
What is your agenda for the presentation?
Do you have the right amount of content for the amount of time?
Who will be responsible for each part of the presentation?
How will you check-in with group members?

**TWO**

**PRIORITIZE CONTENT**
What is the subject/topic of your presentation? (refer to assignment instructions)
What content is most important to include?
How will you divide your content among group members (if applicable)?

**THREE**

**SET THE SCOPE**
What do you need to include in your presentation? What would be nice to include?
What do you hope the audience learns?
Does the scope match your target audience and assignment instructions?

**FOUR**

**PLAN YOUR VISUALS**
How will you visually present content to your audience?
Why have you included a visual? How does it help your audience understand or engage with your presentation?
Examples of visuals: PowerPoint, handouts, posters, video, etc.

**FIVE**

**PRACTICE!**
Have you practiced your presentation? (individually and/or as a group)
Have you timed yourself/group?
Have you thought about potential questions from your audience?

**SIX**

**DEBRIEF**
How did the presentation go?
What worked well? What didn’t? (Discuss with your group!)
Did you take the time to review feedback from your instructor?

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**Materials Required:**
- Laptop
- Projector cords
- Cue cards/Presentation notes
- Handouts
- Sticky notes
- Pens/Markers

**Name(s):**

**Course:**

**Audience:**

**Length of Presentation:**

**Presentation Date:**