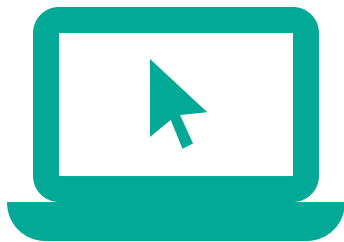


"Day of" Details Checklist

Here is a checklist of things you may need or want to have with you the day of your presentation.

Equipment



- Your Computer**
 - Or your presentation on a thumb drive
- Portable projector**
 - If they don't have one
- Portable flip chat**
 - With or without white board
- Pens of all types and colors**
 - Permanent and dry erase
- Your own slide progressor**
 - You are comfortable with it

Materials



- Handouts**
 - Lots to think about here
- Notebooks or binders**
- Props**
 - Something to show
- Demo equipment**
 - How something works
- Marketing materials**
 - Brochures, business cards, books, etc.
- Packet of Tissues**