Not all of the items in the table below will be applicable, but please write Yes or N/A or No for each item. There is also an optional comment box beside each item in case you have notes you want to write down. Thanks

| **Your Preparation to Do List for the Morning of and Few Days Before Speech** |
| --- |
| **Here are your to do items in the morning of or days (or weeks etc) before your speech (if applicable…some of the items below assume you are giving your speech in another city/location):** | **Answer Yes or No or Not Applicable** | **If you answered No to any of the questions in the previous column, please write down what you need to do in order to turn that No into a Yes. Please note that if you answered Not Applicable, then skip that respective question(s).**  |
| Pack/bring an extra shirt, pants, jacket etc (don’t forget to get your clothes dry cleaned a week or so before). Don’t forget to wear clean shoes with soft bottoms so you don’t make much noise as you walk on the stage. |  |  |
| Pack/bring a steamer (I like it better than an iron) and NEVER iron your clothes the morning of. Do the night before. |  |  |
| Pack/bring mints in case you speak with anyone after the presentation. |  |  |
| Pack/bring a nutri bar and put in in your jacket pocket or laptop bag etc and eat an energy bar before you present.  |  |  |
| Pack/bring a bottle of water as they sometimes forget to give it to you when you present. |  |  |
| Pack/bring business cards and product details brochures if applicable. Also bring a few cheap USB drives that have details on your product and give them to huge sales prospects if applicable. |  |  |
| If your speech is early in the morning and you usually get up later, get up earlier for a few days before your speech.  |  |  |
| Pack/bring your ID as you might need it to get into the room or the building. |  |  |
| Pack/bring a USB backup drive with your speech on it.  |  |  |
| Pack/bring your clicker and backup batteries for your clicker. |  |  |
| Pack/bring your laptop and make sure your laptop is charged in case you can’t plug it in. If the audio visual person tells you to use their laptop, be stubborn and politely say no.  |  |  |
| If you can, borrow or bring a backup laptop. Always bring your laptop with you on a flight and don’t check it in (in case your checked luggage gets lost). |  |  |
| Bring all types of cables to attach your laptop to a monitor just in case they don’t have the right cables at the event. Don’t be cheap, buy the best brand if you can and test it out before. If you can, buy the brand made by the company that made your laptop. We all know how buying cheaper iPhone or android chargers stop working after a while…you get what you pay for. |  |  |
| If there is sound in your presentation, bring or borrow or buy small powerful speakers as a backup if you can (keep the receipt). |  |  |
| Pack/bring a charged iPhone, android or tablet for a timer to use during your speech (you can put it beside your laptop screen if applicable). |  |  |
| Bring the phone number of your contact for the event and keep your phone on ONLY before the speech…then please turn it off before you speak. |  |  |
| Wear or bring layers of clothes in case the temperature is too hot or too cold.  |  |  |
| Buy ear plugs so you can sleep well the night before if applicable. |  |  |
| Email your contact for the speech the day before to confirm. |  |  |
| Bring aspirin or throat lozenges if needed.  |  |  |
| If you are speaking out of country, make sure you bring the appropriate electrical plug adapters. |  |  |
| Bring markers for a whiteboard or bring a portable whiteboard etc if you want to in case you need to use it in the Q and A. |  |  |
| Travel to the event the day before so you are familiar with the setting. Do you know where to park? Bring cash as well as some places where you park don’t accept credit cards. |  |  |
| Turn off annoying warnings on your laptop like security notifications from Symantec or McAfee and Windows or Apple Software Update notifications and all other notifications. |  |  |
| Restart your laptop that morning and make sure you have plenty of space on your laptop so it can run faster and only have your presentation software program open. |  |  |
| If you might use a browser during the Q&A make sure you have Wi-Fi access and open your browser in private mode if you want (the Wi-Fi code at conferences is often on the back of your name tag if applicable). |  |  |
| Run a security software scan on your laptop the day before.  |  |  |
| Bring earphones and listen to whatever music gets you in a relaxed and peak state before you present. |  |  |
| If you are flying to present, arrive way before…like at least a day before. |  |  |
| Bring a notebook and a nice pen as you might need to write down a question that you can’t answer so you can research the answer later that day and email people the answers or say you will put the answer that evening on your website to the audience. Of course provide your website address.  |  |  |
| Bring a classy/conservative bag to carry your presentation items in. Same thing with your suitcase if you are going to bring it to the event. Perception becomes reality in the mind of the audience when it comes to every single thing about your appearance. |  |  |
| Other:  |  |  |
| Other:  |  |  |

**Bottom Line: Why are we bothering to pack/bring all of this stuff? Because your competition will not (and 1 speech can change your life)!**